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Manuscripts in the Library of Congress: 1800-1900¹

By FRED SHELLEY

The Library of Congress

I

THERE is hardly anywhere a serious student of American history who has not read in prefaces to many histories of the indebtedness which scholars publicly acknowledge to the Library of Congress and its staff. A little farther down (often in the fine print) appears a particularization wherein the author lists persons most helpful and materials most useful to him and his study—so often persons and materials in the Division of Manuscripts.

If the Library through this Division has become so indispensable to students, not alone of history, it was not always so. Indeed, the Division only last year completed its fiftieth year of service. This being so, it is time to look behind the present state of splendid service and superior array of collections and to see how and why this came to be. It is time to review in some detail what was first acquired and what additions were made, why this was done and who was responsible. It is time to note what was not done and the reasons for such inaction.

During almost the whole of the Nineteenth century the story of manuscripts in the Library of Congress is the story of neglect, default, and inattention.² The Library's earliest interest was in providing the reference books which Members of Congress needed in their duties as law-makers. An increasingly generous attitude by the Congress in making its Library available to government officials and others did

¹ The basis of these lines is a paper prepared for Dr. Ernst Posner's course "History and Administration of Archives" offered by American University in conjunction with the National Archives. The person interested in manuscripts in the Library will not fail to read David C. Mearns' engaging as well as informative, "The Story Up to Now," in the *Annual Report of the Librarian of Congress* (1946), 13-227, and Allan Nevins' evaluation of the Library and the Division in his "10 Million Readers, 23 Million Books," in the *New York Times* "Magazine" for 26 October 1947, both of which have appeared since the lines above were written.

² The basic study is W. D. Johnston: *History of the Library of Congress Volume I, 1800-1864* (1904). Supplementary and carrying the story to the administration of MacLeish is Lucy Salamanca: *Fortress of Freedom: The Story of the Library of Congress* (1942). Both are used here.

not, however, provide the funds for materials for original research or persons to service them. In the last part of the century the successful champion of an all-inclusive national library appeared. In a decades-long battle, A. R. Spofford convinced the Congress of its duty, and by the end of the century the principle was established as was a handsome, new building in which even the most concrete-minded could take pride. And by 1900 the principles upon which the Division of Manuscripts should be developed had been enunciated. Herbert Friedenwald had taken the first steps in organizing the Division. The period of great neglect had ended; the Division paused before entering a time of great expansion of collections and services under W. C. Ford, Gaillard Hunt, Charles Moore, J. Franklin Jameson, and St. George L. Sioussat.

II

The first manuscripts in the Library of Congress were the manuscript volumes from Jefferson's 1815 library. These included the laws of Virginia—some originals, some copies, some extracts; a copy of some "Notes on Virginia"; law notes; copies of treatises on religious and philosophical subjects; and others. Some of the law volumes were, he believed, the only existing records. At least two had been saved from certain destruction by the third president, and others from little less certain destruction by neglect.

In 1829 at the sale of the second Jefferson library the two volume contemporary copy of the Records of the Virginia Company of London for the years 1619-1624 and four more Seventeenth century volumes came to the Library. These 28 volumes or portfolios occupied their proper places on the shelves according to Jefferson's catalog system until the transfer to the new building in 1897 and are today available for use or inspection. It will be noted that these are not the Papers of Thomas Jefferson, not his letters, drafts, memoranda, speeches, which have another history, but largely handwritten materials not available in print that completed his files of the laws of Virginia.

An illuminated document of 1591, which came about 1829; a journal kept aboard the British ship "Zealous" (1792), a gift in 1830; and a copy of instructions of Count Revillagigedo to his successor (1794), also a gift in 1830, completed the pre-Civil War collection, although record exists of an exhibition of oriental or North African manuscripts (not apparently the Library's) in 1830. This was the extent of the manuscripts collections.

The Librarian played a part in the publication of manuscripts in the 1850's. The Joint Committee on the Library ordered the publication of the papers of Hamilton (7 vols., 1850-1851, John C. Hamilton, editor) and Jefferson (9 vols., 1853-1854, H. A. Washington, editor) which were in the Department of State. The Librarian was charged with general oversight of the publications and the distribution of sets

to schools and literary institutions in the various states, but the papers were edited by others.³

What was not done, in specific instances, is as pertinent to the story as what was done. In 1806 the Government failed to buy the library of one William Tatham of Georgetown which was reported to include "manuscripts relating to history." The possibility that the "manuscript archives" of the Federal Government be placed in the Library was considered early and on several occasions. Inaction on these proposals was caused not by any concern that the Library would not properly care for the archives, or in any hope that such a splendid organization as now exists for the care of archives would one day be created, but rather from a complete disregard and total lack of concern by officialdom of what might happen to the archives of the United States.

Nor at any time in the Nineteenth century did there exist the present day careful and precise delineation between "archives" and "manuscripts." Friends of scholarship in Congress and Librarians at various times in the century proposed that parts or all of the Government's unprinted records be turned over to the Library hoping that they would be better cared for and would be more accessible. Such a proposal was first made in 1822 in the House of Representatives. The resolution was tabled.

Edward Everett, from his seat in the House, proposed in 1827 that copies of foreign archives relating to America, especially those of Britain be obtained. The proposal failed of passage. He also urged the purchase of the manuscripts and printed books of Obadiah Rich's library. Rich, U. S. consul at Valencia, had a collection that included many original unpublished documents relating to the history of America. No action was taken by the Congress and the collection was eventually acquired by James Lenox.

A bill to copy English records (1828) did not pass. The proposals by Converse, Somerby, and Sainsbury some three decades later for copying or calendaring of English archives were neglected. This large project had to wait many years before effectively begun, and then to depend upon support other than governmental.

The Congress did not see fit (1836) to purchase the Boutourlin library in Florence which contained some 240 manuscript items. The purchase proposal was tabled on motion of Henry Clay. The Durazzo library (Genoa) which had in it several hundred manuscripts was not purchased.

Nothing came of a suggestion to buy or to borrow to copy De Brahme's manuscript on Florida in the Harvard College Library. After eleven years of neglect the purchase of the collection of William

³ The details so far as the Library was concerned can be seen in the Librarian's Letterbook for the years 1849-1854, Archives of the Library, presently in the custody of the Division of Manuscripts.

Upcott of Islington, England, was rejected (1856). Another collection of original manuscripts, that of C. B. Norton, was refused in 1861.

The Congress debated (1850) at length whether or not it ought to appropriate sufficient funds to purchase the original manuscript of Washington's Farewell Address. This curious affair includes the observations of Senator Andrew Johnson of Tennessee who felt that if this manuscript were purchased (which action he opposed), then so also ought to be the pen with which it was written and the type and the printing press which printed it. At the distance of a century one may venture to hope that these superior suggestions have been followed and that the pen, the type, and the printing press have long since found their way into the National Museum or some other suitable public or private institution. An appropriation to buy the manuscript was approved on the same day the item was sold to a private collector.

The Government saw fit in 1834 and 1849 to purchase large portions of the Washington Papers, the Madison Papers (1837), and parts of the Jefferson and Hamilton papers (1848). There seems to have been an intention that these be placed in the Library, but if true it was not respected and the collections went to the Department of State where they remained until after the turn of the century. Such was the handling of the Monroe Papers, an 1849 purchase.

III

When A. R. Spofford surveyed the deficiencies of the Library at the close of the Civil War, he found it almost totally lacking in original source materials.⁴ He secured in 1866 the transfer of important groups of papers from the Smithsonian Institution, among them the Dolly Madison collection; the Loyalist papers (proceedings of commissioners into services, losses, and claims of royalists, following the American revolution); the Hallowell-Phillips collection of bills, accounts, and inventories dated 1650-1754 and later to be called "England, Prices" in the Division's 1918 *Handbook*; and a large part of the Henry Schoolcraft papers, including his correspondence for the years 1815-1860.

Another means of correcting this deficiency and a start toward making real his vision of an all-inclusive Library was the purchase in 1867 of the Peter Force library. In urging the purchase, Spofford said:

It need only be added that the National Library now possesses not a soli-

⁴In addition to Salamanca, the *Handbook of Manuscripts in the Library of Congress* (1918) is an invaluable source of information about collections received up to the time of publication. A line by line reading turned up more than a dozen collections or items, some small and of limited value to be sure, not found in the history of the Library. See also the Annual Reports (from 1866) and Herbert Friedenwald's "Historical Manuscripts in the Library of Congress" in the *Annual Report of the American Historical Association for the Year 1898*, 35-45

tary specimen of original autographs in the shape of letters or papers of our revolutionary generals and statesmen, to show how greatly this department of the collection would add to the value of that library.⁵

This distinguished collection enriched the national institution with the transcripts (over 150 volumes when bound) Force used in his widely known *American Archives* together with those he had collected but not been able to publish; some of the papers of his predecessor in the publication of state papers, Ebenezer Hazard; of Pierre Eugene Du Simitiere; of John Sullivan; some of the Washington papers; part of the John Dickinson collection; of John Paul Jones; of Sir William Johnson; the Vernon-Wager papers which George Chalmers had used; of Ephram Blaine; a two volume military journal of Nathanael Greene; a private journal of Arthur Lee; many orderly books of the Revolution; a dozen or more military journals of British officers of the same period; a volume of Records of Virginia Company; and others. In all the whole number of volumes in manuscript reached 429, and, Spofford said:

... their value to the Library of Congress, which is wholly destitute of MSS., as unpublished materials for history, would be very great.⁶

Spofford's tribute to Peter Force is eloquent enough of the diligence, energy, and expense to which a real mayor of Washington went to secure rare and important items.⁷ The New York Historical Society offered \$100,000 for the whole collection. Bancroft assured Spofford that it was worth at least this amount. Congress was convinced. There was not even a single dissenting voice when the purchase was voted.

In 1882 Dr. Joseph M. Toner presented to the people of the United States through their Government his library and later his unequalled collection of original Washington manuscripts and copies of other Washington items, together with other records of consequence. Dr. Toner continued until his death in 1896 to add to the collection which Congress by law deposited in its Library.

The De Rochambeau papers were added by act of Congress of 3 March 1882. Other manuscripts which were in the Library by the time of Spofford's supercession in 1897 include documents relating to early Delaware and New Hampshire; Trumbull items; Vergennes papers; minutes of some committees of safety; an unpublished manuscript of Las Casas; and a few others.

⁵ *Special Report of the Librarian of Congress to the Joint Committee on the Library Concerning the Historical Library of Peter Force, Esq.* (1867).

⁶ *Ibid.*

⁷ A. R. Spofford: "The Life and Labors of Peter Force, Mayor of Washington" in *Records of Columbia Historical Society*, Vol. II (1899), 219-235, and Newman F. McGirr's "The Activities of Peter Force" in the same publication, Vol. 42-43 (1940-1941), 35-82.

It is a melancholy duty to report that very little was done with the materials which were available between the Civil War and 1897. The publication of the remainder of Force's *American Archives* from the originals and copies in his collection was hoped for in some circles for many years after the suspension.⁸ In 1879 Spofford reported to the Congress on the expense and advisability of resuming publication. Although the collection was extensive, it was in no order or shape to be published without competent editorship. Force had ordered many items copied in full from which he intended to reproduce only extracts. Also he had almost literally stopped where he was when the suspension became necessary, so that there were gaps to be filled. With these gaps filled, and a good editor, Force's "... great work might be so completed as to form a historical monument of permanent and inestimable value to America." The Congress did not see fit to provide for the completion of the *American Archives*.

Spofford in his Annual Reports periodically notes the progress of the publication in France of a selection of French archives which illustrate discoveries and explorations of the old Northwest—the upper Mississippi Valley—for the period 1614 to 1752. The intention of Congress in 1877 to print resolutions, ordinances, and acts of the Continental Congress and the Congress of the Confederation proved abortive when the Librarian's researches into the original documents in the Department of State demonstrated that the journals as printed revealed such large and important omissions as to justify his waiting until the Congress might see fit to order the printing of the journals in full. It was nearly forty years before the printing of the journals was begun (1904), and just sixty years before the project was finished (1937).

In the hearings before the Joint Committee on the Library in 1896, the Librarian mentions in his discussion of manuscripts but two instances of the use of such materials—the use of Nathanael Greene's military journals by Bancroft and by George W. Greene, the general's grandson.⁹

Finally in the recounting of neglected or defaulted opportunities (not here told definitively or with finality) is that of the attempts in the Nineteenth century to publish the Records of the Virginia Company of London. The records came to the Library in 1829 previously having been a part of Jefferson's collection. Herbert L. Osgood reviews in the

⁸ *Report of the Librarian of Congress upon the American Archives, or Documentary History of the American Revolution* (1879). The continuation is mentioned by Friedenwald in his address to the American Historical Association, previously cited, and by Justin Winsor (Vol. 8, p. 425): *Narrative and Critical History of America* (8 vols., 1884-1889).

⁹ The hearings before the Joint Committee on the Library (54th Congress, 2d Session, Senate Report 1573).

preface to Susan M. Kingsbury's edition of the records the high estimate which had long been placed on these two manuscript volumes.¹⁰ J. Wingate Thornton in an article in 1858 explained the nature of the Court Book, noted its national importance, and urged publication. The next year he brought out a pamphlet embodying the same information. After the war Edward D. Neill presented a memorial on the subject to Congress. He had become familiar with the chirography of the records and offered to edit without compensation—if he could have two copyists and a small sum for stationery and contingent expenses. There was no response from Congress, and Neill had to be content to use extracts in his "History of the Virginia Company of London" (published at Albany in 1869). In 1877 Robert A. Brock published a plea for their publication. Four years later Senator John W. Johnston of Virginia offered a bill for this purpose; the bill passed the Senate, but not the House.

J. Franklin Jameson in the years 1885-1888 applied for permission to edit at no expense to the government the Court Book. He was at the same time interested in some method or means by which the historical materials in the possession of Congress might be published. In 1889 extracts taken by Conway Robinson were published by the Virginia Historical Society. In 1906 the first two volumes of the Kingsbury edition were published, and almost without expense to the Government.

IV

It would be unfair to Spofford and a distortion of the record to leave the impression that this neglect of manuscripts was intentional. He stated the problem succinctly, although he must have known there was almost no possibility of achieving the solution at that time. Perhaps it is for this reason he concentrated his fire on the most immediate problem, the new building. This problem was at once concrete enough to be understood by devotees of a commercial age and by its very substantial form and expenditure would irrevocably commit the Congress to a national library far more generous than could be hoped for in the Capitol.

The summary which he gave in the 1875 *Annual Report* of the problem of properly handling manuscripts is so instructive as to deserve a full quotation:

Among the richest collections embraced in the Library of Congress may be reckoned to be its materials of American manuscripts, chiefly consisting of military and historical papers. Many of these are of the greatest value, com-

¹⁰ *The Records of the Virginia Company of London*, edited by Susan M. Kingsbury (4 vol., 1906-1935).

posed as they are of autograph letters, journals, and documents of our statesmen and generals of the revolutionary period. Besides these there are the yet unprinted materials gathered for the American archives of the late Peter Force, of Washington, which have never yet been bound or even arranged so as to render them accessible to the student of our history. It is very important that every manuscript or written paper in the Library, which can throw any light on any portion of American history, should be systematically arranged and indexed. The increasing attention that is paid to these memorials of the past, and the new uses that are found for old documents, with the growth of the historical spirit in this country, give force to the suggestion now made to the committee, that a competent historical scholar should be employed to put all these loose materials for history in order, and to prepare a thorough index to their contents, under the direction of the Librarian. The present Library force, very small for so extensive a collection, and for a copyright business as multifarious as that of a bureau, is too fully absorbed in needful clerical and catalogue labors to render it possible to treat this mass of fugitive manuscripts with the requisite time and care. While the undersigned is sensible that an increase of permanent assistants might be reluctantly granted by Congress in the present state of the public finances, he is confident that an allowance for temporary help could not be more wisely bestowed than in arranging for use these manuscript stores and in completing a full index to them. . . .

Here are all the essentials: A collection already rich in Americana, many materials unprinted that should be made available in an all-inclusive national library, and which should be systematically arranged and indexed by a competent historical scholar. An agile mind recognized the increasing attention given to this type of material and the new uses being found for it. The policy of encouraging gifts and deposits of this and other types of material, he understood and planned for in the years prior to 1897.

In nearly every report Spofford pointed out in language that still strikes fire the damage being done to the holdings of the Library by inadequate storage space. Listen to the report of 1876:

. . . the injury to the books, bound newspapers, and objects of art which are piled up unprovided with shelves or room, is constantly increasing with every addition while the difficulties and embarrassments attending the administration of the Library . . . are such as would not be tolerated for a single season in any first-class business house in any city of the country.

or that of 1872:

. . . the increasing accumulation of books is such that the alcoves in all departments of the Library are already overflowed . . . that the grievous necessity of piling up books on the floors in many quarters has already been reached. . . .

and, best of all, from the 1875 report:

If left in its present condition, the neglect of Congress will soon place its Librarian in the unhappy predicament of presiding over the greatest chaos in America. . . .

In the Report of 1872, which contains the first request for a separate building, Spofford contemplated a copyright room; a map room; a department for engravings, photographs, and works of art; a periodical room for magazines prior to binding; and a packing room where all mechanical operations could be performed. But in 1895 in his special report on the use of the new building he recommended nine departments: (1) printed books, (2) periodicals, (3) manuscripts, (4) maps and charts, (5) works of art, (6) catalog, (7) bindery, (8) copyright, and (9) superintendence—each to be under the direction of a competent head, adequately paid, with an adequate staff.¹¹

If the Librarian envisioned what “ought” to have been, the picture of what was (before 1897) comes into sharper relief. The hearings before the Joint Committee on the Library in 1896 constitute a wealth of information on the “old” Library. The scattered and brief comments on manuscripts speak quietly but effectively of the inconsequential role assigned to this special class of material. The Toner Collection is touched upon, and the general inaccessibility of its stores, repeated. The Force Collection is even more briefly treated. Some of the papers in it are listed. For the manuscript department, Spofford recommended a superintendent and two assistants. In his “Comparative Table” printed at the end of the hearings he says use of manuscripts in the Library is “permitted freely to known readers.” There is very little more. The other librarians called in to testify were questioned on more general problems of the national library.

V

The removal of the Library from the Capitol building to the new building in the late summer and in the autumn of 1897 was significant and newsworthy, but it hardly attracted as much attention as did the theft of some manuscripts and the trial and conviction of one of the accused men.¹² Two young men, Philip McElhone and Lewis McKenzie Turner, both Library employees, had begun in 1896 to take valuable

¹¹ *Special Report of the Librarian* (1895).

¹² In the discussion of the incidents which led to the trial and conviction of McElhone and for which Turner was placed on probation for a period of about two years, no judgment is made nor reflection intended other than what the thin and incomplete record shows. The court records are now in the National Archives; no literal or verbatim account of the testimony was kept. The trial is reported in the *Evening Star* (Washington) in the issues of 23 April to May 1, 1897. Turner's statement is preserved among the archives of the Library, as are letters and reports relating to the recovery of materials.

pieces from the Force Collection and to sell them to autograph dealers in New York. Some of the thefts or "abstractions" were from the scrap-books in which Peter Force had fastened letters and documents, and others were autograph volumes. Among the items taken were Washington's record while serving under Braddock in 1755 and his diary kept in the summer of 1787. One of the dealers, William E. Benjamin, to whom sales were made became suspicious of the young men who offered such rare and valuable treasures. His first inquiries to learn if government property of this sort was missing in Washington met with negative replies. Certainly it was unlikely that the Library—lacking a full inventory and any semblance of a control over its holdings, and having no person responsible to the Librarian for their (manuscripts) safe-keeping—could have known conclusively that it had suffered losses. Further inquiries through Senator Hoar and A. H. Allen of the Department of State brought the matter to the attention of the Secret Service. Losses were discovered to have been suffered. Subsequent investigations led to the arrest of McElhone and Turner. Both admitted possession of manuscripts which each claimed the other had given him for sale. Each affected to be the innocent dupe of the other—as the innocent agent in the sale of documents which he in all naïveté assumed the other had come by honestly. Turner was, by turning State's evidence, perhaps the more successful in this contention.

The men were arrested on 16 February 1897 and, following Grand Jury action, were released on bail to await trial. McElhone on petition to the court was granted the right to a separate trial. On Friday morning, the 23rd of April, the trial was begun in the Supreme Court of the District of Columbia (not the U. S. Supreme Court, or any other appellate court, but the court of first resort as it was then designated). Judge Bradley of Criminal Court No. 2 heard the case, District Attorney Henry E. Davis represented the United States, and Joseph Shillington and Charles A. Douglass defended McElhone. By early afternoon the jury was selected and all the formalities of the law met.

Spofford was called as the Government's first witness. He testified that McElhone and Turner had been employed in the Library three and eight years respectively; that the Force Collection was in a separate room under lock and key, the key never being out of his possession; that Turner, who was in charge of "music copyright," had a desk nearby and that McElhone was stationed in the north wing of the present Library. He identified several Washington and other manuscripts. When Shillington, for the defense, challenged his right to say positively that these were in Washington's hand, on the ground that he had never seen Washington write, the Librarian said he had seen

hundreds of autographs of Washington, had studied them for years, and could swear that they were in Washington's handwriting. The court admitted his testimony. When the identification of manuscripts was concluded, Spofford said (indirectly quoted by the *Evening Star* reporter, 23 April 1897): "All these papers and documents are of unspeakable value."

On Monday the trial continued. The details of sales to autograph dealers, the investigations of the Secret Service agents, and the questioning of the defendant and Turner by them, were presented by a series of witnesses. But it was on Tuesday that the dramatic climax came, for then it was that Turner was called upon to testify against McElhone. His use as a witness by the Government was challenged. A long legal argument ensued. At last Turner was allowed to take the stand. The judge warned him that he could not be required to testify and did not have to say anything against himself. Turner said he knew all this but wished to testify. He, too, identified the manuscripts in question. He said he first saw these papers in Spofford's office; that he and McElhone had taken them from the special Force room (easily forcing the lock) and to his room; that this had been done on various occasions in the six or seven months prior to their arrest; that they had an informal agreement to work either separately or jointly and divide the proceeds; that McElhone had first informed him that the papers could be sold readily in New York for cash; that the two had "abstracted" papers from the Force Collection including those in the indictments and more besides.

The courtroom, on the next day, was even more fully crowded than before. The Government's case was soon closed, and the defense attempted to establish the fact that many employees of the Library did not know of the Force Collection and that McElhone was the innocent dupe of Turner. He admitted possession of documents but claimed Turner had given them to him. McElhone, the reporter tells us, was a popular and influential young man and that many in the courtroom were his friends. He had been, he testified, private secretary to President McKinley when the latter was in Congress.

On the 30th the trial ended. Judge Bradley instructed the jury to find McElhone "not guilty" on two of the three indictments. He also instructed that they could not find him "guilty" on certain (about half of the twelve) counts in the third indictment. The jury returned with a verdict of "guilty" on four counts of the third indictment, but since two of these were ones on which the Judge ruled "not guilty" must be found, they were allowed to present a verdict of "guilty" on only two counts of the third indictment.

The trial was over and the verdict reached. There remained the

sentence. The law allowed a fine of up to \$5,000.00 or ten years at hard labor, or both. Judge Bradley imposed a fine of \$200.00. Turner was not tried but placed on a probationary status. On 30 September 1899 the District Attorney announced "nolle prosequi," or that the Government would no further press charges against him. And so, except for the recovery of the manuscripts, the case ended.

VI

If the theft of manuscripts and the resulting trial was spectacular and if it dramatically revealed the neglect of the government, it was not the determining factor in the creation of the Division of Manuscripts. Some surprise may be evinced that at no earlier time had an impoverished Library employee, or one with a poorly directed financial ambition, stolen valuable specimens. The need for a Division of Manuscripts (until 1900 called the "Manuscripts Department" and its chief until that year called "superintendent") which had been formally recognized for more than twenty years was filled when John Russell Young appointed Dr. Herbert Friedenwald to head the department the 15th of September 1897.

The physical location of the manuscripts collections was originally the Northeast pavilion on the first floor (space now used by the Maps Division). In December 1903, under the pressure of rapidly increasing holdings, it was moved to the Northwest pavilion on the second floor (space now used by the expanded Legislative Reference Service). There it remained until the present quarters in the Annex were occupied in the winter of 1941-1942.

Friedenwald amply described the setting up of the Division in a 14-page letter¹³ to Young early in 1898. He reminds Young that the organization of the Division was among the last. For more than a month after he assumed charge the whole work of bringing order out of the chaos of thirty years' accumulations fell upon him alone. John C. Fitzpatrick was assigned to the Division in November 1897, but not until January was Miss Edna Rowena Whitman added to the staff. Charles Henry Lincoln became an assistant after Miss Whitman's resignation in 1899; Wilmer Leech joined the staff in 1900.

The work was further delayed by the absence of any system of shelving or cases which could have been used for classification of materials. Not until December was any considerable number of manuscripts transferred to the new department and

I regret to say that considerable number, to my knowledge, are still in the keeping of Mr. Spofford. It would be a source of great satisfaction to me, and

¹³ Herbert Friedenwald to John Russell Young, 8 March 1898, J. R. Young Papers, in the Division of Manuscripts.

unquestionably in the best interests of the Library service, if it were possible to have transferred here all the manuscripts which are still in his keeping.

A fair assessment of this situation needs recognize the young man who was attempting to fulfill the task assigned him, but to see that the former Librarian (then Chief Assistant Librarian) had not yet psychologically moved into the new building and was still preserving for that future day (now actually arrived) the valuable materials. It might, too, have been the same forgetfulness which let him subordinate administrative functions to the interests of scholarship and the well-being of Library possessions.¹⁴ But this is not so likely as the former possibility since valuable materials called for special attention, but cash and money orders did not.

Friedenwald continues by recounting the classification of the Force materials which was the first sizeable task. The work of bringing some order out of the great mass of transcripts, which formed so large a part of the manuscript collection of Peter Force and which were gathered with a view to the completion of his series of *American Archives*, was "extremely laborious" and took up the time of both Friedenwald and Fitzpatrick for many days. Reasons for the long delay in doing this work in the Library have already been sufficiently dealt with. Add to the Library's neglect the more than a decade prior to 1867 in which Force had done no further work and the size of the task in 1897 assumes proper proportions. But the job was at long last done, and with only a few changes the material was as well arranged as possible and practically ready for the bindery.

The next work was straightening out, unfolding, and so far as was possible arranging in chronological order the large mass of unbound manuscripts ". . . which had apparently not been touched from the time they were transferred from Peter Force's Library in 1867 to this day." Papers so treated were the Ephraim Blaine, John Davis, John Sullivan, Henry Schoolcraft, Dolly Madison, the laws of the Confederate States, and others (not specified). When arranged in this fashion, they were wrapped and suitably labelled. Individual items particularly mutilated were placed temporarily in folders for protection pending repair.

Tracing the stolen manuscripts took up much time and entailed considerable work on the new Division. The brief memoranda which Spofford had made in 1866 were put on cards as was every reference contained in the testimony in the trial of Philip McElhone. The resulting lists were compared with the manuscripts then in the Library which gave some idea of what was missing. Although the information was of value, it was too meager to use effectively in a court of law. In addition the series of about forty "scrap-books" (which had been Force's

¹⁴ Salamanca, *op. cit.*, 218.

method of preserving many items) from which a considerable number of manuscripts were "abstracted" was carefully examined and a note made of every place where it was apparent that an item was missing. Since an exact chronological arrangement had not been used, often only the year and the place in the volume could be ascertained.

It is pertinent now to leave Friedenwald's account long enough to complete the details of the recovery of the stolen manuscripts.¹⁵ Lacking positive and incontrovertible proof in the legal sense, it was necessary to depend upon the honesty and patriotism of the men who had purchased the stolen documents in persuading their actions. It will be recalled that one of these, William E. Benjamin, growing suspicious, had made inquiry as to whether manuscripts were missing. Had he and the others chosen to retain these items, there was, in the opinion of the District Attorney, no legal weapon to compel them to do otherwise. At first Benjamin was inclined to expect a sum of money for his trouble in the matter, but later he returned everything without compensation or hope of any. Not only this, but he permitted Friedenwald to go through his boxes of manuscripts and take out those which he believed belonged to the Library. In cases where particular pieces had been sold and could not be traced, Benjamin substituted others of equal value in their places. Also he negotiated for items he had sold so that he might return them. To their credit, the other two (Walter R. Benjamin and William F. Havenmeyer) who had purchased stolen items also returned theirs without compensation. When Friedenwald resigned, he could say that ". . . manuscripts to the value of several thousand dollars, which had been stolen from the old Library have been recovered."¹⁶

Returning to his 1898 report to Young, it is clear that Friedenwald began with the assumption that all manuscripts—even to individual pieces within large collections—should be catalogued and eventually calendared. To judge the validity of his assumption and to instruct his assistants, he directed the calendaring of the four volumes of the Delaware State Papers. The work was completed to his satisfaction, although he pointed out that greater usability would result if the information on the cards was typed. The lack of any general catalog or list of manuscripts in the Library soon made apparent that the preparation

¹⁵ Herbert Friedenwald to John Russell Young, 12 May 1898 and 11 November 1898, Letterbook of the Division of Manuscripts, Archives of the Library; Young to Friedenwald, 21 May 1898, Letters of the Librarian, Archives of the Library. The set of cards was not found; the incident was not mentioned in the Annual Reports.

¹⁶ Herbert Friedenwald to Herbert Putnam, 1 September 1900, Mss. Div. Letterbook of Letters to the Librarian, Archives of the Library.

of a catalog should be the next project. "That done the work of calendaring will be resumed," he concludes hopefully.

The classification system—which the Division was to use until Mr. Sioussat, in view of changed conditions and problems, modified it in 1941—was devised by Friedenwald. The system arranged collections and items geographically or according to countries to which material related, and chronologically within countries; established certain large groups of papers relating to one person as independent entities; provided for "miscellanies," from which provision came such as "Science Miscellany," "Religious Miscellany"; and for other miscellaneous classes—such as "U. S. Miscellany" or "Virginia Miscellany"—for such material as could not be fitted into the first classification.

A numbering system was to be used. Materials relating to Mexico would be designated "Mx" or if relating to Sonora, "Mxs." Thus "Mx37" would be No. 37 in the collection relating to Mexico as a whole, while "Mxs88" would mean No. 88 in the collection of Mexican manuscripts relating to Sonora. The Fitch papers would be called "F" and the Vernon-Wager, "VW" with similar numbered sub-divisions. This system, Friedenwald hoped, would be flexible enough to allow for indefinite expansion.

The physical state of papers and volumes occupied a generous share of Friedenwald's time and energies. Many items needed repair, and more than half of the volumes had broken bindings or were otherwise unfit for use. Beginning in August 1898 two employees of the Government Printing Office were detailed to the Library to do repair work.

In the Annual Report of 1897 Young and Friedenwald urged the transfer of the "public archives of an historical and not an administrative character"¹⁷ to the Library. It may be that they contemplated the Library's manuscript department as an archival agency—an idea abandoned when the magnitude of the Government archives became apparent and when the number of manuscript collections "proper" reached a number greater than the staff could service. They certainly hoped for the transfer of such "manuscript archives"¹⁸ as the papers of Washington, Madison, Jefferson, Franklin, Monroe, and Hamilton. No more important step could be taken, Young argued, for the encouragement of study of American history and history in general than placing "Government archives of historical importance" in the Library and making it a center for historical study.

Young urged in his Report for 1898 completeness as a goal for the Library and its manuscripts collections. Now that suitable steel

¹⁷ *Annual Report* (1897), 29.

¹⁸ *Ibid.*

furniture and a burglar-proof safe had been provided the need for Congress to appropriate an adequate fund for purchases was apparent. (Nothing was available in the preceding year. In the fiscal year 1899, expenditures for manuscripts totaled \$301.67.) The record of the British Museum as a treasure-house of the British nation, in which all its people take pride, to which private collections gravitate—both by gift and by wise purchase by Parliament—was offered as an ideal. The Library of Congress could not claim such a privileged status, he said, adding: "It has not, if one may so express it, come into touch with the country." The tendency of private munificence was toward endowing local or private institutions, but the Library of Congress might, if properly managed, some day hold the same relationship to the American people as the British Museum does to the British.

Early in 1899 Friedenwald went to Puerto Rico as Library agent to see what could be had of manuscripts and of local imprints. As a result of this visit, and on his recommendation to the military governor, large and important segments of Puerto Rican archives were transferred to the Library. He was to have included Cuba on his itinerary but Spofford, as acting Librarian after Young's death, recommended his immediate return.

From the viewpoint of the scholarly world the most significant activity of the Division in its first three years was the calendaring of the Washington manuscripts in the Toner Collection. (The Washington Papers in the Department of State did not come to the Library until 1903). Young Mr. Fitzpatrick may not have been a trained historical scholar when he came to the Division six weeks after its first chief had assumed his duties, but he proved to be an apt pupil and learned rapidly the techniques and forms approved in his day. The first of the Fitzpatrick volumes of or about Washington's papers—*A Calendar of Washington Manuscripts in the Library of Congress*—was published in 1901.

The new Librarian, Herbert Putnam, in his first report (1899) criticized—courteously and in proper terms, but unmistakably—the Congress for its neglect in providing adequately for purchases. He increased Young's estimate of \$30,000 (with \$5,000 a distinct item for manuscripts) to \$50,000 and said: "Were it not for the difficulty of handling a larger amount of accessions with the force provided for, I should recommend the expenditure of a much larger sum." He scored the failure of the Congress to compensate Friedenwald for his expenses in Puerto Rico, not the least the extravagance thus exhibited in handicapping the work of valuable employees by unsuitable or insufficient supplies and by lack of an expense account.

In the report for 1900 Friedenwald's resignation is listed, and Putnam takes a clear stand: That the tiny salary at his disposal (\$1,500) cannot attract or hold a properly qualified man to administer and guide the growth of the Division of Manuscripts in the national library. With such a man, and by generous appropriations for acquisition of collections by purchase, this Division of the national library can, he said, assume its proper role in scholarship.

By September 1900 when Friedenwald resigned, the Division of Manuscripts had been legally created. It had provided a place for the physical safe-keeping of the manuscripts then in the Library. It offered a place to which citizens of the United States or of the world might send valuable papers as gifts or deposits with confidence that physical survival could be expected. It made available for use in the Library the materials then held, and offered to the limits of the capacity of a small staff aid and assistance to persons unable to come to the Library. It sought out the acquisition of new materials with the means available. Attempts were begun to bring under control its holdings and to provide useful finding aids. The framework in which men of greater experience and prestige could build the Division as it now exists had been created.

The Materials of History¹

By JOAN WAKE

The Sunday Times, London

SINCE the great social convulsion of four centuries ago, when tons of priceless manuscripts were thrown out of the monasteries, the sources of English history and the very foundations of learning have not stood in greater peril than they do today. The Act passed in 1838 which secured the safety and accessibility of the central records of the Kingdom in the Public Record Office neglected to make any provision for those of our counties, boroughs and villages, though, as evidence for the historian, they are of no less importance.

During the nineteenth century nearly every country in Europe set up local archive repositories. In England public inquiries were held from time to time, ending with the Royal Commission which issued its report in 1919, but no action was taken. In the meantime serious losses continued, both through neglectful custody and through continued destruction of modern records without regard for the historian's interest.

From 1919 the records have had a chequered history. On the credit side there has been the appointment, under the Law of Property Act of 1922, of selected institutions for the reception of manorial records; the foundation, ten years later, through the enterprise of Ethel Stokes, of the British Records Association; the excellent work of a number of public libraries, county councils, and societies in attracting the deposit of really comprehensive collections of manuscripts, and—of particularly happy augury for the future—the scheme for the concentration in Lincoln Castle of the record of Lincoln City and diocese and of the three county councils of the shire. A national register of archives is being compiled, and a committee appointed by the Master of the Rolls has proposed the setting up of a National Archives Council with wide powers of inspection and control.

What have we on the debit side? A sorry story of continued neglect of the historical value to the nation of local records, and a problem the extent of which is really unknown. The historian may need only a fraction of the obsolete documents, but he does demand that his interests should be considered and that destruction should not be indiscriminate. Yet huge quantities of official records were destroyed as

¹ Reprinted, by permission, from the *Sunday Times*, London, April 13, 1947.

waste paper between 1914 and 1918, shortly followed by wholesale destruction of special classes of war records, for lack of storage space.

SALVAGE HOLOCAUST

Removals, amalgamation of firms and the demand for old parchments for the manufacture of toys and lampshades led to serious losses which are still going on. The holocaust of historical material which took place in the salvage campaigns of the late war, with the cognizance and largely on the orders of Government departments, has made forever impossible the writing of any fully detailed and comprehensive history of local administration.

All but a minute fraction of the Home Guard records has already gone. Meantime, routine destruction continues, and the process of nationalisation adds yet another danger. Obviously reform in official quarters is badly needed, and that before the most valuable of the records of the 1939-1945 war (evacuation, war agricultural committees, civil defence, etc.) share the fate of those others twenty-five years ago.

The situation facing the landed aristocracy and squirearchy is another factor of great importance. As, one after another, the halls and manor houses are vacated, their former owners, with admirable public spirit, have in most cases deposited their family muniments in the available local repositories. But the majority of the repositories are full or nearly so. This great body of historical material is the only type of local records which has come down to us, in many cases from the Middle Ages, without serious depredations. If it is to survive, immediate short-term measures are necessary. Through the National Trust, three or four large country houses might be used as temporary accommodation until building is again possible and each collection can be restored to the local record office of its own area.

SPECIAL ADMINISTRATION

What form these local record offices should take remains to be decided. In considering this question it should be remembered that if it were not for history they would not be needed at all. Public opinion has moved far and fast since the early years of the century, and is ripe for a lead in the right direction. Students of legal, social, economic and administrative history are turning more and more to local sources; local schools of history are arising and local history will become more and more the concern of our schools and colleges. Local official custodians are no longer likely in these enlightened days to try to frustrate a good scheme by adopting a dog-in-the manger attitude. More is now both

needed and demanded than that the care of local records should develop into an offshoot of local government.

Records no longer in current use should be brought within the same type of organisation which has been so abundantly vindicated in the case of our public records, and which has been hailed as "an unmixed blessing to all concerned"—that is, they should be transferred to separate buildings under a separate administration. The repositories should be on a uniform system, should serve areas large enough to secure efficiency and economy in administration, and be capable of exploiting to the full that local pride and patriotism which is essential to success. That area is surely the geographical county.

To the offices of origin should be reserved the strictest rights of access and of temporary recovery when documents are needed for official reference. The deposit of civil official records should be compulsory; the churches and semipublic and private owners should be asked to co-operate, as they surely will. All those depositing would naturally have an interest in administration, but historians and educationalists should be given their proper share in that which after all has now become mainly their concern. A central body should exercise a benevolent supervision, and the cost might be borne in equal shares by the rates and taxes.

The time is short. If we wish to save what is left of this great heritage the opportunity must be grasped before it is too late. So may the interests of the makers and of the users of the records be harmoniously reconciled; and so may our local record offices of the future become real centres of culture, education, and learning, and a great national reproach be removed.

The Work of the War Archives Sections in New Zealand and Australia

By EUGENE C. GRAYLAND

*The New Zealand Herald
Auckland, New Zealand*

THE troops of both Australia and New Zealand have acquitted themselves very creditably in both the First and Second World Wars. Both countries added to the luster of their fighting men by the scope, magnitude and scholarship of the war histories they produced after the 1914-18 conflict. They are planning to record even more fully the exploits of their men and women in this latest struggle. Because of the close contact into which this war brought the troops of New Zealand, Australia and the United States of America, the war histories of these two British Dominions will be of interest as source material for American archivists and historians.

Large forces of the American Army and Marines were based on New Zealand and Australia during the fighting in the Pacific islands. Lieutenant Douglas Rubb, U.S.N.R., is at present in New Zealand engaged in compiling a history of the United States forces in this Dominion. This history, which aims to cover the entire wartime relationships between New Zealand and the United States, is being written for the United States Navy Department, and will probably never be published. "I found my work complicated at first because there were no written agreements between the two governments—except, of course, in the case of Lend-Lease," Lieutenant Rubb said recently. "But as far as the United States forces in New Zealand were concerned, there were no formal agreements at all. Things were done by telephone and personal conversations, which certainly enabled them to get things done." Against this background—an entire absence of formal agreements—Lieutenant Rubb has set to work, and it will be no easy task!

The New Zealand Government has recently appointed one of the country's most distinguished soldiers as editor-in-chief of the Dominion's war history. He is Major General Howard K. Kippenberger,

D.S.O. and bar, who is recognized as one of the New Zealand Army's foremost military strategists. A keen student of military matters most of his life, he owns the most comprehensive library of military works in New Zealand. He served with the forces from the outbreak of war and had command of the New Zealand Division in Egypt when he lost both his feet in a mine explosion.

Early in 1941 an army archives section was set up with the New Zealand Division in Egypt. The archivists and their records subsequently followed the troops around the battlefields, and similar sections were established in the Pacific areas and with the home-defence forces in New Zealand. They were staffed in the main with men and women with library training in classification and filing of documents, trained journalists and writers, archivists and research scholars.

Each battalion, regiment, brigade, specialist unit and division of the New Zealand Army in Egypt, the Pacific theatres of war, and New Zealand itself, prepared throughout the war a daily war-diary, kept by the intelligence officer to whom, in the normal course of his duties, came all information concerning his particular unit. The war diary forms the basis of modern war history in British armies.

The detailed accounts contained in these diaries were supplemented by collections of unit newspapers, magazines and other unofficial publications, photographs (both from official sources and soldiers' own snapshots), personal diaries kept by our men and also those captured from enemy troops, and interviews with returned soldiers able to contribute eye-witness accounts of phases of the campaigns. Several hundred separate stories of actual battlefield experiences in Egypt, Italy, and the Pacific, which have been collected, will give the historian an idea of what the fighting men thought about and experienced.

Songs composed and sung by soldiers, sailors and airmen, and poems, sketches and paintings made by them are also kept, and a press-clippings collection has been built up to supplement all this material still further. Biographies of senior officers have also been compiled, together with chronologies of the events of the war. Copies of war correspondents' dispatches and scripts of broadcast commentaries have been retained to provide background material and a record of opinions current at the time. Official war correspondents, of whom New Zealand had a number in the field, have been encouraged to write background material, not for publication but for the use of historians. There is also a comprehensive map section, staffed by draughtsmen and illustrators.

The archives of World War II will include such records as documentary films, photographs, paintings, and sketches, gramophone recordings of broadcast talks by senior officers and others, whose actual

voices will be preserved for the future, and of battle scenes and noises. A broadcasting unit was sent from the New Zealand National Broadcasting Service to Egypt and the Pacific islands, and other material has been recorded in the Middle East by the British Broadcasting Corporation. New Zealand had its own motion-picture cameramen seconded from the Government film studios to the Army in the Egyptian, Italian and Pacific campaigns, and official photographers attached to the Navy, Army and Air Force sent back full pictorial records. Official war artists followed the men into battle and provided documentation which could not have been obtained by photography.

War archivists with the armed forces have carried out a more active role than is usual in the case of civilian archivists in peace time. The war archivist at times actually creates his own archives himself. He is more than a recipient and protector of documents. He does not just accept what is handed to him and be satisfied. His duties go further than this, for he must make sure the services keep adequate historical records, and often he himself has a share in their compilation and even witnesses history at first hand as it is made.

The official war history will be drawn from the millions of words stored in these archives. Most units of the New Zealand Army had their own historical committee and unit historian, not an officer but usually a soldier below the rank of sergeant who was, in consequence, able to mix freely with the men and record their viewpoint accurately. Many units have already published their own individual histories, and the Navy, Army and Air Force have issued "interim histories" of particular phases in booklet form. While the complete history in its many volumes is being prepared, a simply-written "popular" history in serial parts is likely to be issued for the general public.

The archives themselves will be preserved intact for future historians or others engaged in research. It is hoped that they will be made readily available, too, for the need of journalists and for novelists who may wish to draw on the factual material for the production of war fiction.

When war broke out, a great deal of painstaking research had just been completed, and the history of New Zealand was brought right up to date. The year 1940 marked the one hundredth anniversary of settlement, and numerous volumes of scholarly literature were being turned off the presses just when war came upon us. This means that the war has proved a kind of testing of the character and qualities formed in the preceding century of pioneering and nation building, and the war history will have to assess how the people have lived up to the test placed upon them.

The history of these years will be more than a war history. It will

provide a sociological study of the national life as well. It will present to New Zealanders and to the world a survey of our contribution toward the overthrow of tyranny. It will bring our history up to date for another five or six years from the point where the centennial survey left off. It will provide for ex-servicemen and civilians alike an explanation of facts and circumstances that could not be revealed at the time, and of the underlying reasons for decisions which appeared at the time to be evidences of the blundering of the official mind. This latest war has affected whole populations to such an extent that its history may be expected to have an appeal for the casual reader as well as for the war-time serviceman, professional soldiers, and students of military history.

The early war histories of any country cannot be definitive, and the final judgments on this war will not come for many years. As an American war correspondent¹ said of the 1914-18 conflict: "Future historians now twiddling their little pink toes in cradles or as yet unborn will assemble the authentic history of the war. We of this belligerent generation are still too close to the picture. . . . Let about two generations slide by before the above-mentioned historians, pre-ordained, learned chroniclers of tomorrow, will begin to set down cold, hard facts so well founded and sane as to be judged authentic.

The value of war histories to other nations, particularly to any who may be contemplating war against us, is illustrated by Goering's confession that before this war began he read through the whole of the British official history of the last war and compelled his whole staff to do the same. The value of war histories to one's own soldiers is indicated clearly by the late Brigadier-General F. P. Crozier when he says: "The all-important matter—the conquering of fear—I find is best dealt with by means of lectures on esprit-de-corps, regimental histories, stories of great military achievements of past wars, and personal sacrifices in France and Flanders in 1914 and 1915."²

It took Dr. C. E. W. Bean, the Australian official historian, more than twenty-seven years to complete the history of the Australian Imperial Force in the 1914-18 war. The Australian records of the two wars are housed in the magnificent war-memorial museum at Canberra, which stands on a 30-acre site at the foot of Mount Ainslie. Begun in 1933, the building was opened in 1941. During World War II, historical sections were formed in the Australian Navy, Army and Air Force to collect records and relics for preservation.

In the library, little seen by the public, but to which historians and

¹ Forrest, Wilbur. *Behind the Front Page*, p. 114.

² Crozier, F. P. *A Brass Hat in No Man's Land*, pp. 44-35.

students of Australia's part in the two world wars must always come, are preserved the war diaries, log books, operations reports and other records of the Australian forces, as well as copies of, or extracts from, the relevant diaries and records of British, Dominion, and American and other Allied formations under or alongside which they fought, and extracts from enemy archives which give the story from the other side. Equally important is the large and ever growing collection of private diaries, letters and notes which so often help to clothe the bare bones of the official narratives.

The library shelves also contain upward of 20,000 publications, including books dealing with the origins and preparations for the two wars, official histories of all the participating nations, allied and enemy, "blue" books and "white" books, biographies and memoirs, propaganda, poetry, fiction, manuals and text books, Navy, Army and Air Force lists, newspaper files, service and ex-servicemen's journals. The collection of German unit histories of the last war is probably the only one of its kind in the Southern Hemisphere. Side by side with all this material are vast collections of maps, cinema films, air-photographs, posters, and still-photographs.

The Responsibility of the State Archivist to the Other Officers of His State Government¹

By HENRY HOWARD EDDY

North Carolina Department of Archives and History

THOSE of us who come from out of town will better maintain our mental balance here at the National Archives if we keep firmly in mind the realization that this is the daughter and not the mother of our state institutions. In a manner of speaking, the National Archives is a colossal upstart, hulking hugely amongst her elders. We should realize and take pride in the fact that she has gone so far during her first ten years partly because of the trained personnel which she has been able to draw from our sturdy though smaller and outwardly less impressive provincial archives.

That debt we need to remember not for our own glory, but chiefly because it serves to center our attention upon the fact that at bottom the problems of governmental archives are constant, being only slightly influenced or changed by the mere size of the unit involved. Thus while it is true that the agencies from which we come have taught this young giant many things, it is equally true that now we in the state archives can learn from this big federal institution. The pattern here holds much that can be applied to our problems in the states once it has been cut down to state size, scaled to fit.

In the rather important matter of mechanical and technical devices, the state archives have long since acquired the habit of referring to the National Archives for advice, but we should draw other inspiration as well. We turn here for the latest information on lamination and micro-filming, on fumigation and air-conditioning, on any technical problem connected with records preservation and service, but however necessary and helpful such technical and mechanical aids may be, there are matters even more central than these gadgets. While we archivists cannot all claim to be scholars, we do cling to the coat-tails of scholarly culture, and we should attain to a philosophy of archives above mere mechanical detail. We should be capable of drawing from the proce-

¹ Read before the Annual Meeting of the Society of American Archivists, October 25, 1946.

dures of the National Archives inspiration more vital and of greater permanent significance. Since ours is a profession inherently beset with diversity and detail, one in which we are constantly preoccupied with many things, it becomes especially important that now and again we pause amidst our varied tasks, taking the time necessary to focus upon our proper professional goal.

Here at this convention, while our assistants at home are stacking the mail and lugging tomes to investigators in the searchroom, perhaps for a few moments we can forget the daily worries and consider calmly the relationship and the responsibility which this federal archives bears to the federal government and the relationship and responsibility which our state archives should bear to our respective state governments. Here on this spot we should realize as we may not have realized from the perusal of printed reports, that the National Archives exists as a service agency in touch with every branch of the federal government, that it is actively concerned with promoting the efficiency of federal administration, and that it proudly assumes responsibility for its own specialized field of records administration. In this respect it differs fundamentally from what most of us are doing in the states.

The National Archives is but slightly disturbed by outside influences. It actively cooperates with every legitimate and worthy investigator, but it steadfastly refuses to be dominated by the historical associations and the other learned groups, by the patriotic societies, by any special interest, or by any individual. It is conscious of its creation by the government of the United States, it functions as an integral part of the government of the United States, and it devotes its energies to the promotion of efficient records-keeping in that government. It assumes that so long as files remain in active use the departmental officers in charge can best judge how any given series should be maintained, but with every problem relating to housing and disposal for materials less frequently used it stands ready to furnish expert and courteous assistance.

Such assistance takes a variety of forms. Members of the staff authorize and supervise the considered destruction of accumulated paper trash. They locate and list duplicate files and eliminate duplication when it becomes a needless expense. By analysis they systematize the destruction of bulky files which time has robbed of significance, setting up disposal schedules which promote economy and efficiency throughout the federal agencies. On the more positive side, within this central plant they process and preserve records of enduring value, providing for such records an ordered security for which administra-

tors and scholars of today are grateful and for which investigators in future times will echo praise. The National Archives functions not primarily as a center for research, although it competently meets all reasonable requirements in that direction, and neither does it provide a haven for industrious pursuers of trivialities; it operates as a highly useful member of the family of federal agencies, serves as the one agency directly responsible for the specific task of administering non-current records accumulated by the federal government.

It is genuine cause for regret that so few of our state archival agencies are to be thus clearly identified as practical units making a definite contribution to the continuing efficiency of their parent governments. We must admit that while here in Washington the European concept of the archivist as an officer essential in the operation of the central government has come to set the tone, in our state archives that concept has never been dominant. It is in respect to this matter of serving its brother agencies that the National Archives can teach us its most valuable lesson. All too few of us have succeeded in serving our state governments in the manner in which this federal archives serves the federal agencies. Most of us authorize an occasional disposal, exercising a certain veto power over the destruction of official files, a few of us engage in the microfilming of accumulated files, and we all store and service official papers in greater or lesser volume, but our services to the active officials in the operating departments are all too limited.

Our direct service to the governments of our states is thus limited chiefly by the circumstances that we are too busy serving the public, or rather a certain specialized and insistent portion of the public, spending our energies where they contribute somewhat less than they could if invested in larger tasks of more sweeping significance. We have not made our state archives service agencies in the sense in which the National Archives is a service agency, in the sense in which our state departments of buildings and grounds are service agencies. If state archives and state archivists are to become and remain briskly vital, if they are to grow and continue significant in the scheme of state affairs, we must make a more definite contribution to the continuing efficiency of our state governments. Only a very few state archival establishments, and those few in all too limited a degree, operate in intimate relationship with their fellow departments, providing active assistance toward the solution of present-day problems in regard to the housing of non-current but relatively recent records. If we can but develop the stature required to grapple with these problems, we will win for ourselves and our departments the satisfaction which comes of a task well done and the recognition which is always accorded those who

lift when a lift is needed. Increasingly our state offices need help with their non-current records, and therein lies our opportunity.

The National Archives has come to recognize that need and that opportunity, and on that recognition has based its currently successful program. Its very youth has permitted centering attention on its proper and primary function, has enabled it to maintain an Olympian detachment from institutions and organizations other than the United States government. Being of relatively late creation, it has been able to dispense with sideshow features: it issues no popular or academic periodicals, indulges but mildly in the museum business, puts on no programs for the school children, and locates no highway markers. In the states we do some or all of these things, we must do them, and we should and do take pride in doing them well, but inevitably they draw our attention and our energy from the activity which, by the very definition of our task, should be our first duty. We, too, should be service agencies directly effective in promoting governmental efficiency through our work with active officials, exerting a positive influence toward continued improvement in state records-keeping.

The trouble is that being overbusy with many things we have neglected our primary function. Nor is this a condition which has newly stolen upon us; rather is it true that from their inception our state archives have been burdened with encumbrances, encumbrances for which we can scarcely blame the founding fathers. We certainly do not berate our ancestors for failing to foresee jet propulsion, and it is no more just to blame earlier American archivists for ignorance of developments in government and trends in records-keeping which in their day were hidden deep in the veil of the future. Until very recent years, few persons in America held any clear notion of a true archives governmental in its functioning, and we must not speak harshly of those who passed too early to witness the revelation of the true faith. They were forward-looking for their day, but the founders of our state archives were almost to a man antiquarians, slightly eccentric characters with a passion for whatever had attained great age. It was such antiquarians possessing but an embryonic understanding of social significance or ordered documentation who laid our foundations in the states. We praise and revere them for abstracting sections of files from a variety of governmental offices, for rescuing others from cellars and ash heaps, for carting their accumulations to some cubbyhole in the Capitol and starting our collections; we praise and revere them, but we ourselves are to blame if we fail to rise above their naïve conceptions of what a state archives should be.

We must acknowledge, too, that the influence of the patriotic so-

cieties upon our establishments has been at once powerful and distracting. Based partly upon an understandable desire to set apart the older native stock in a country fast filling with foreign born, partly upon the universal desire for social prestige, and largely upon family pride, these peculiarly American organizations came into being in numbers during the 1890's, launching thousands of amateurs, members and would-be members, upon the trails of genealogy, each busily searching the requisites for membership or promotion, documents linking himself with a warrior of the past. Some of our archival agencies were founded, and all were expanded, by that burst of highly personal interest in ancient documents, and even now, fifty years later, the tide runs strong. Most of us will agree that the genealogists have provided support during the years when support has been essential, and undeniably they continue as our most numerous and persistent clients. We must appreciate, however, that they have imparted to our institutions a flavor which is unfortunate. To the great majority of the American public we archivists are merely the people who aid in searching out the line which connects today's mink-clad dowager with her buckskinned forebear of 1776.

The real tragedy is that by constant association, by repetition, iteration and reiteration, some of us have ourselves become converted to the same warped belief, have come to lose sight of our truly great mission. Certainly those of us who serve as state archivists are something more than flunkies to the antiquarians and the patriotic societies. We have an honored function in the framework of our state governments, and that function is the protection of the records which have been produced, are being produced, and will be produced, in the offices of our respective states. Primarily we should devote ourselves to the task of records administration.

Once we have made this truth central in our thinking we will be on the way to better things, but we must do more than bear lip service. Enmeshed as we are in tradition and ingrown procedures, the way will not be easy. Like any convert who bears witness to the light, casts aside his load of sin, and plants his feet upon the pathway to salvation, in our upward course we will encounter difficulties and discouragement. For one thing, our brother officials in other departments will not at once comprehend our desire to play a role which to them will seem so novel. Furthermore, since starting anew is obviously impossible, we must begin where we are and struggle against reactionary thought patterns, popular prejudices, and the throng of daily details which forbid prolonged concentration and thrust us powerfully back toward the accustomed rut. Of necessity we will ourselves change and grow, and

changing and growing are painful processes, painful but glorious.

In our struggle a tide which runs strongly in the channels of present-day government can be turned to our service: in every governmental office the problem of providing housing for the less active records now looms large and menacing. In a society which is increasingly socialistic, older agencies pyramid their files in startling fashion and agencies more newly created have started other series which already have reached alarming proportions. When we stop thinking of ourselves as scholarly recluses and venture into the practical and active world of records administration, this situation will cause a new vitality to pulse through our agencies, for once persuaded that we are sincerely interested in their problems and competent to help with them, departmental executives will welcome our proffered aid and actively assist us in working out our programs. The housing and servicing of less active files are to them troublesome matters, and they will gladly cooperate with a project which they come to believe offers a sound and practical solution. With these executives from other state departments lending their support in the many direct and indirect fashions in which such support can be manifest, the state archivist will find opening before him new and exciting opportunities. By mutual effort it will become possible to secure the housing, the equipment, and the staff essential for establishing and operating a central service agency capable of relieving the pressure of records now causing worry in every state office. Furthermore, officials in other departments will come to accept the state archivist as a practical fellow and a useful officer of the state, an administrator making to order and efficiency in government a most important contribution.

Today the state archivist is faced with the golden opportunity and the harsh necessity of molding his institution into a central service agency with a clearly defined, distinctly articulate, and soundly practical program for establishing and maintaining control over those departmental records which in scores of offices are now imperilled by their own mounting volume. Certain among us might prefer to dwell farther from the heat and tumult of the market place, but despite such preferences and despite the sinking of our hearts which is inevitable as we consider the magnitude of the problems involved, we must remake ourselves and our institutions or stagnate each in his narrow confines. Too many state archives follow a formula established in the day of the family surrey and button shoes; too many state archivists feel but vague discontent with conditions of records storage would should stir them to action in defense of the interests of posterity. Both state archives and state archivists must develop, expand, and resume new

responsibilities or they will lose their present respected status and retire to obscure positions as ineffectives serving but small purposes in the affairs of their respective commonwealths.

A pattern has been set here at the National Archives, set with the fear and the fumbling inevitable to a pioneer venture, and that pattern we in the states cannot afford to ignore. It is true that we cannot lug home the bow of Ulysses and use it to shoot our local varmints, but we can profit from the model. We can learn from the accomplishments and also from the errors of this federal archives; we can adjust its procedures and its principles of operation until they fit our local needs and dimensions, and by so doing we can create within our present framework state archives which are agencies actively serving our state governments. We must assume and bear with competence and honor a very real responsibility to the other administrative officials of our states, helping them to meet the pressing problem of providing housing and adequate search service for their recently non-current records.

Since the change must be made as we run, it will not be made with ease. Our new program must be shaped and our new responsibilities must be assumed even while we continue to bear the familiar burdens. Certainly the genealogists and the amateur historians can rightfully demand continuation of the usual services. We must continue providing those services with the accustomed promptness and courtesy, but we must do far more: we must formulate and present an integrated, logical, and convincing program for the control of yesterday's records which even now are flowing into cellars and attics and ash cans; we must establish such relations with other state officials that we can enlist their aid in securing the expansion of plant and staff essential to a new and broadened program; and we, ourselves, must grow to a better understanding of departmental problems and procedures with records, to greater administrative power and ability, if we are to gain and retain positive mastery over the machinery which we design and establish.

Though admittedly difficult, the task is far from impossible. The National Archives stands ready to help with advice, technical guidance, and friendly encouragement. The basic similarity of the records crisis as it exists in state after state enables us to profit greatly from these conventions, from our professional quarterly, from the exchange of letters, and from personal conferences with neighboring archivists. Even more potent than any one of these sources of strength is our intimate knowledge each of his own local situation. We have been trained at length and in a peculiarly effective school to gauge the unique qualities of our own capitals. With a model before us, with professional encouragement on every side, with our own close-range un-

derstanding of local factors involved, we need not be supermen to accomplish the task which cries to be done. A rich opportunity lies ready to our grasp, and if in the course of the next few years we fail to develop a series of archival units for which posterity will call us blessed, the fault will not lie in our stars.

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The Place of County Records in the State Archival System¹

By LEON DE VALINGER, JR.

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THE subject is an old and perplexing one but one which appears to be clarified in each succeeding discussion. Any discussion of this subject seems to fall entirely into three main topics, namely: (1) the present status of county records, (2) importance of county records and (3) custody of county records.

Upon examining the first topic, it will soon be found that since the colonial and early federal periods of our country there has been a definite decentralization of the governmental structure. In the early days of our country the towns or townships or hundreds were the stronger political subdivision as the state or federal government was not then extant. Gradually the county became the stronger political subdivision, having received considerable power delegated to it from the township or the hundred. With the advent of the Revolution, the state was created and the county in turn delegated some of its powers to the state and the state also surrendered some of its powers to the infant federal government. A quick reflection of our country's history at that time recalls to mind that the federal government could not levy taxes, raise troops, or do many of the other things that a federal government should do. It could set tax quotas and ask the states to supply them and do the same for troops and other supplies needed to pursue the duties of a federal government. Compliance with these requests was entirely with the states. Through the years this condition has been corrected by further decentralization of state power so that today the greatest power lies with the federal government rather than any other political subdivision. At the present time greater emphasis is placed on the collection and preservation of the records of the stronger governmental units, namely the state and the federal government. This is explained by the fact that these two political subdivisions collect more revenue than the counties or townships and in many instances are in a better position to spend more money for record preservation work. Because the weaker units are restricted in this

¹ Read before the Annual Meeting of the Society of American Archivists, October 25, 1946.

work by financial limitations, their records are often neglected. As a direct result of this we find that the preservation of local records is either inadequate or becomes a responsibility of the stronger governmental units.

In discussing the importance of county records, it should be pointed out first that probate records, land records, vital statistics and certain court records are among the most important of all records created for public use. What record is more important to an individual than his birth record, his marriage certificate or his divorce decree; his deeds or his will providing further disposition of his estate; or, before the federal government took over that activity, the issuance of his naturalization papers? Of the tons of records being collected and preserved by the states and in the National Archives, the only records comparing in importance to these county records for the average individual are the constitutions, laws and possibly pension and military records. It is true that research workers may consider some other groups of records more important than the county records alluded to but it should be remembered that historians, genealogists and research workers constitute a very small percentage of the total population. For these reasons the value of county records should not be underestimated.

A consideration of the third point, that is the custody of county records, automatically raises the old question among archivists and record custodians of centralization versus decentralization. In the hope of clarifying this question somewhat, we would do well to examine the points favoring each side of this question. It should be borne in mind that any discussion of the topic presupposes that there is provision for an adequate depository, sufficient staff and equipment. The points in favor of centralization as seen by the writer are the following:

- (1) A central depository with a professional staff working full time at record preservation and its many techniques is in a far better position to care for any local records than are many of the unsafe court houses throughout the country where county officials are frequently changing office and, for the most part, have no professional training for their work. Furthermore, the pressure of current business is often so great that little attention can be given to the older records.

- (2) Centralized records retain their continuity and at the same time they enable research workers to refer to similar or related groups of records that are of value to them.

- (3) A centralized records depository facilitates research and the advancement of knowledge as its library or reference collection and the technical knowledge of its staff can be of considerable assistance to those working with the records.

(4) The large space requirement for a central depository is not an argument against it. The records occupy the same space whether in a county building or in the State Archives. There would actually be less space in a centralized depository as facilities for technical equipment would not be duplicated.

(5) Local historians are served better in a central State Archives than in county offices. This is true because the states frequently have more money to spend for this purpose and the local historian can draw upon the facilities of the larger agency and further is not inconvenienced by the pressure of current business.

(6) Another point in favor of centralization is that it breaks the monopoly of the use of certain county records by a local historian or antiquarian or because of restricting legislation. A good case and point is in our own State of Delaware. A research worker going into any of the county court houses is soon informed that the use of the county records is restricted to attorneys "By Order of the Court." On the other hand the same research worker, upon visiting the State Archives, finds that all of its records are available to the public.

(7) As a concluding point in favor of centralization of records, it should be pointed out that the fact of local origin of these records should not exclude them from state custody. Many of the county and other local records were created and administered locally for the convenience of distance while the records were active. For the most part, these records are essentially a state record as all regulation of them is by state law.

On the other side of the question in favor of the decentralization, this writer finds two points in its favor, namely:

(1) County records are of paramount interest to local historians; and, if they are available to them in their own community, they will probably use them more frequently than they would if it were necessary to consult them in a central depository.

(2) Some large cities such as New York, Philadelphia, Boston, Baltimore and others are constituted as counties and have larger groups of records than the others in the central depository. The records of such metropolitan cities would in such instances appear to dwarf the other record groups.

The conclusions to be drawn from the analysis of the county record situation is that, if the central depository or State Archives is a safe modern archival structure with adequate staff and facilities, the advantages in favor of centralization far outweigh those to be gained by decentralization. Maximum protection of the records by a trained staff and accessibility to the records are in themselves sufficient reasons for adopting the idea of centralization. In the majority of cases the re-

sponsibility for the care of the county records is clearly with the states. It is indeed alarming that too few states have recognized this responsibility and have taken adequate measures to collect and protect their county records. As pointed out previously, the majority of the records the average citizens need are county records and they believe and expect that these records which are so important to them are being well cared for.

DISCUSSION

In a state the size of New York where travel distance from east to west, via Albany is approximately 600 miles, and from north to south is almost 500 miles, it is quite impossible to centralize local records at the State Capitol in Albany. It has been necessary, therefore, to provide for a decentralized system of records depository in order to meet the varying needs of the local subdivisions. Exclusive of New York City, which has a records program of its own, there are in the State 57 counties. One of these, although large in area, has a population of 5000, whereas two have a population of approximately one million and three others have populations of half a million. No one plan or program will fit the needs of counties that are as disparate in population and area as the New York counties.

The local records program in New York is designed to get into the offices of origin, where possible, the records which should be kept in those offices. We find that many of the records which belong in the offices of the 500 incorporated villages and in the office of more than 900 towns (townships) have strayed. One of our main objectives is to get those records back into their offices of origin. We find, however, that in many instances the cost of providing an adequate safe or of building an adequate vault appears to be prohibitive to the local public authorities,—we are now investigating the possibility of establishing county depositories in which the excess non-current and inactive records of towns and villages, as well as cities may be deposited.

There already exists at Fonda, the county seat of Montgomery County, such a depository which originated in 1934 and which can serve as a model for developments elsewhere.

In the summer of 1945, we had a careful survey made of Onondaga County where the City of Syracuse is situated. It is in the center of the State; its records are relatively old; and there is a considerable amount of movement of population. The survey involved a careful study of the needs of every single local public office in the county. A very detailed report was drawn up and then summarized. The summary shows how much money is needed, based on 1941 prices, in each local public office to secure adequate and proper equipment to house its

records which are in frequent use. The summary also shows the amount of money which is needed in each local office to house both the current and all of the non-current records which should be in each local office. The difference between these two sums when added together for all of the local offices in the county, would be sufficient to erect a satisfactory county records building. We are now engaged in conversations with the appropriate authorities of Onondaga County to secure action by them for the erection of a county records office in which there may be deposited the amount of current records of towns, villages and cities as well as the county itself. It is also recommended that trained personnel be employed to look after the records in such building.

Owing to the variation in population and distance which have to be traveled in certain parts of the state, it may not be possible to recommend or to secure a county depository in each county. Studies will continue to be made, however, of the best way in which to handle the records problem in each county or groups of counties in a given area. It is hoped, however, that the county depository system will become an effective part of our local records program in New York State.

Provision is made in the Education Law for the mandatory appointment of local historians in every city, town and village of the state and permissive power is given to appoint county historians. While the duty of local historians, as outlined in the law, provides that they shall collect and preserve historical materials they are being urged and instructed to collect and to place in offices of origin official records which belong in public offices and which should be there. The local historian can, in this way, do much to bring back the records to their offices of origin. In many instances the results are gratifying.

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The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

BOOKS ON THE CATALOGING OF MANUSCRIPT MATERIAL

Until recent years little had been written that could serve as a guide to the cataloging of typical American manuscripts, though there was a large literature on the ancient and medieval illuminated manuscripts, parchments, and incunabula. Cannons' *Bibliography of Library Economy . . . 1876-1920* lists two articles on cataloging before 1900, only one of which was American: "Note on the Cataloguing of Manuscripts" appeared in the English *Library Chronicle* in 1885; and Henry M. Lydenberg's "Historical Manuscripts and Prints in the New York Public Library and the Method of Cataloging Them," was published in the *Library Journal* for 1899. The fourth edition of Cutter's *Rules for a Dictionary Catalog*, published in 1904, devoted three pages, in the section on "Cataloguing Special Publications and Other Material," to a discussion of manuscripts, prepared by Worthington C. Ford. The *Annual Reports* of the Librarian of Congress, from the establishment of the Division of Manuscripts in 1898, occasionally discuss cataloging methods briefly, as in the report for the year ending June 1901, and it is possible to glean a good deal of information from the reports of other libraries and historical societies.

The first systematic handbook devoted to the work of a manuscript depository was issued by the Library of Congress in 1913. J. C. Fitzpatrick's *Notes on the Care, Cataloging, Calendaring, and Arranging of Manuscripts*, which subsequently went through three editions, the last in 1934. While the sections on "Storage Devices," "Repairs," and "Mounting and Binding" are now superseded by modern methods such as lamination, much of the advice and many of the admonitions are still of great value to the present day curator. For example, it is still true that "The first handling of a mass of manuscripts is often most important and needs the ripe judgment and trained hands of the experienced archivist." In addition, the reasons in favor of strict chronology in the arrangement of letters, as against subject or other arrangement, are still worth careful consideration. The section on Calendaring is still useful.

A brief note on "Manuscripts in the Huntington Library," by R. B. Haselden of that Library's Division of Manuscripts was printed in the *Library Journal* for September 15, 1928, and a somewhat more extensive article by H. C. Schulz, entitled "The Care and Storage of Manuscripts in the Huntington Library," was published in the *Library Quarterly* for January 1935. The first of these articles described the three files which made up the card catalog,

while the second described the stack arrangement, which involved a division of collections into subject groups.

Next in chronology of writings was the handbook entitled *The Care and Cataloguing of Manuscripts* prepared by Dr. Grace Lee Nute, curator of the Manuscripts Division of the Minnesota Historical Society, and published in 1936. Much more ambitious than its predecessors, this study gives a detailed analysis of the various types of material to be found in a manuscript depository; a description almost amounting to a schedule of the classification scheme employed at Minnesota; and an account, with examples, of the entire accessioning and cataloging process. It was intended to be used in conjunction with the *Special Bulletins*, "Guide to the Personal Papers in the Manuscript Collections of the Minnesota Historical Society," and "Copying Manuscripts," and with such other guides and calendars as might from time to time be issued. This handbook to much greater degree than the other works cited, gives the reader an excellent conception of the flow of work and the organization of a manuscript division staff.

Interest in arriving at a rationale of work with manuscripts was greatly stimulated in the mid-thirties by the Historical Records Survey and also by the formation in 1933 of a Committee on Archives and Libraries within the American Library Association. The reports of this Committee appeared from 1933 to 1938 with those of the Committee on Public Documents in the latter's report, entitled "Public Documents," and from 1939 to 1940 in its own "Archives and Libraries." These were usually quite brief and frequently confined to the discussion of one aspect of manuscript work. Included in the *Manual of the Survey of Historical Records* as Supplement No. 6 was "The Preparation of Guides to Manuscripts" (1937), which was especially helpful for calendaring.

Other articles of great interest appeared from time to time. Arthur Harrison Cole, librarian of the Baker Library of the Harvard Graduate School of Business, wrote for the *Library Quarterly* of January 1938 his "Business Manuscripts; Collection, Handling, and Cataloging." That same year, in the October issue of the *AMERICAN ARCHIVIST*, Howard H. Peckham presented his "Arranging and Cataloguing Manuscripts in the William L. Clements Library." In October 1941 the *AMERICAN ARCHIVIST* published Mrs. Ruth K. Nuernberger's "A Ten Year Experiment in Archival Practices," which described her experiences as curator of the Duke University Manuscript Division. The *Library Quarterly* for April 1942 carried an article entitled "Manuscript Collections in the General Library," by Ellen Jackson. A detailed account of procedures at the Alderman Library was given in the *Thirteenth Annual Report* for 1942-43 of the University of Virginia Library. An adventure in cataloging the small archives of a religious congregation of teaching Sisters was reported by Sister Mary Paschala in her "Preluding History," which appeared in *Illinois Libraries* for June 1944.

These constitute the principal writings to date on the theory of cataloging typical American historical manuscripts, but there are, in addition, many publications of the guide or calendar type which illustrate, however inten-

tionally, the application of cataloging theories. Some of the best of these are the *Guide to Manuscript Collections in the William L. Clements Library* (1942), *A Checklist of Manuscripts in the Edward E. Ayer Collection at the Newberry Library* (1937), the *Guide to the Manuscripts of the Wisconsin State Historical Society* (1944), and numerous others. Any list could be greatly expanded by the inclusion of the many guides and calendars prepared by the Historical Records Survey and by reference to the annual reports of libraries and historical societies.

DOROTHY V. MARTIN

National Archives



FIGURE I
VIRGINIA STATE LIBRARY
Shows the cantilever arrangement whereby the shelves are engaged to the columns.



FIGURE II
 VIRGINIA STATE LIBRARY
 Shows a portion of a range of 12 inch shelves in use. The sliding reference shelf is also illustrated.



FIGURE III
 VIRGINIA STATE LIBRARY
 Shows the manner of shelving large volumes on the 18 inch shelves.

Stack and Shelf Arrangement of the Archives Division, Virginia State Library

By WILLIAM J. VAN SCHREEVEN

Virginia State Library

THE very nature of archival and manuscript materials presents a difficult problem of housing and shelving. Archives consist of loose papers in a myriad of sizes; and bound manuscript volumes ranging in size from a tiny bank book to an elephant folio. All too often an established series may consist of an intermingling of both loose papers and bound volumes. An archival series is seldom closed, and proper provision must be made for future additions. From all these variables it follows that an extremely flexible and interchangeable stack system is highly desirable.

In planning the stacks for the Archives Division in the new Virginia State Library Building all these considerations were kept in mind. Experience with a small group of papers kept in vertical filing cases showed the undesirability of this method. A great preponderance of Virginia's archival records are for the period prior to 1865; and much of the most used materials falls in the 18th century. The variable sizes of the paper, the breaking up of the vertically filed papers, the impossibility of interfiling loose papers and bound volumes, and other considerations indicated that horizontal or flat-filing was the proper answer to the particular problem faced in Virginia. Thought, however, was given to the fact that future accessions of records—such as correspondence, now the current records of the various state departments—would in some future time be transferred to the Archives Division. It is logical and possible that such material might continue to be filed as in their original containers. Again the insistence on flexibility makes it possible to strip out entire sections of shelves anywhere in the stacks and insert both letter size and legal size filing cases.

In planning a stack arrangement an archivist is usually forced to use or adopt arrangements long used by librarians in shelving printed material. Library stacks have been fairly standardized. The normal library stack arrangement consists of three foot shelves engaged to the columns by brackets above the shelf line. The shelves are usually about 9 inches

wide. Thus in shelving newspapers or oversize volumes, the librarian must use shelves on both sides of the range.

In studying the shelving requirements for Virginia's archives it was concluded that neither the normal width of a standard library shelf, nor a bracket above the shelf line would be suitable. This conclusion was based on measurements of thousands of bound volumes, and a careful study of paper sizes. A sufficiently large sample was measured to indicate that two shelf widths—12 inch and 18 inch, would handle over 98% of the records. Shelves of these widths were specified. The next problem was to engage the shelf to the column otherwise than by a bracket above the shelf line. Even though individual shelves of the usual three foot length were contemplated, it was also desired that these shelves could be so engaged to the column as to give a continuous shelf line the length of the range. After lengthy consultations, and experiments by the stack manufacturer a shelf was devised that could be affixed to the column below the shelf line. This was carefully tested for weight loads and found practicable. A small, but extremely rugged cantilever arrangement does the trick, and it is possible easily to remove the individual three foot shelves and store them by folding over the cantilever arrangement. All shelves be they standard library shelves, 12 inch shelves or 18 inch shelves were made completely interchangeable anywhere in the stack area. It was found by shelving large manuscript volumes¹ continuously on one side of the range it was possible to save over 35% of the space used in older methods. The 12 inch shelf is used for loose manuscripts which are flat filed in a clam type box. The outside measurements of this box are 12 inches x 18 inches—it is therefore possible to place such a box either on the 12 inch or 18 inch shelf merely by shifting the label holder. The 12 inch shelves are equipped with removable sliding reference shelves that serve both sides of the range. Such a reference shelf was not feasible for the 18 inch shelves because of the size of the material. A number of steel four-wheeled tables used for consulting these large volumes in the stacks. Occasionally an entire three foot section of shelves is stripped away, and a study desk is engaged to the columns. This is done only in those areas where a staff member is making a lengthy and detailed study of a collection.

The Archives Division has occupied the new Virginia State Library Building since 1940, and the stack and shelving arrangements have proved to be entirely satisfactory. Although the solution may not be the best one for other archival institutions that may be planning new quarters, the basic requirement of complete flexibility and interchangeability should be the governing factor in planning any stack arrangement for archival and manuscript materials.

¹ The General Library Division uses the 18 inch shelf for its newspaper collection.

The Society of American Archivists Constitution¹

Name

1. The name of this organization shall be The Society of American Archivists.

Objects

2. The objects of The Society of American Archivists shall be to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies.

Membership

3. Individual membership shall be restricted to those who are or have been engaged in the custody or administration of archives or historical manuscripts or who, because of special experience or other qualifications, are recognized as competent in archival economy.

4. Institutional membership shall be restricted to institutions or agencies that have the custody of archives or historical manuscripts. Every institution or agency shall be entitled to representation by one delegate, with the right to vote, at all meetings of the Society.

5. Election to membership shall be by a majority vote of the full membership of the council. Members so elected shall be enrolled upon the receipt of their first payment of dues.

6. The dues of an individual member shall be five dollars a year; of an institutional member, ten dollars a year; of a foreign individual member, one dollar and a half a year, of a foreign institutional member, three dollars a year. An individual member may become a life member, exempt from further dues, by payment of a fee of one hundred dollars, minus a credit of two dollars for each year's dues already paid as an individual member.

7. Honorary membership may be extended to any person chosen by a two-thirds vote of the full membership of the council who has achieved eminent distinction in the field of archival economy, or who has rendered eminent and unusual services to that field or to the Society. Honorary membership shall be for life and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of regular members and shall receive the publications of the Society. The number of honorary members shall not exceed ten at any one time.

8. All dues shall be payable in advance. Any member failing to pay his dues for one year after they become payable may be dropped from membership

¹ As amended October 6, 1941, November 8, 1944, November 6, 1945, and September 4, 1947.

in the Society; provided that notice of such arrearage shall have been sent to him at least thirty days in advance of such action.

Officers and Government

9. The officers of the Society shall be a president, a vice-president, a secretary, a treasurer, and an editor. All the officers except the editor shall be elected at each annual meeting of the Society for terms of one year each and shall serve until their successors are elected. No one shall be eligible for election as president for more than three successive terms, and no one shall be eligible to succeed himself as vice-president. The editor shall be elected by the council for such term as it shall determine.

10. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution, or determined by the Society, shall be vested in a council composed of the officers and five members elected by the Society, one at each annual meeting for a term of five years. The elected members of the council shall be ineligible for immediate reelection.

11. There shall be a nominating committee composed of the retiring elected member of the council, as chairman, and two members of the Society not on the council, appointed by the president. This committee shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall submit its report at the annual meeting at which the election is to take place. Other nominations may also be made from the floor by any member of the Society. A majority of the votes cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council.

12. If a vacancy shall occur in the council or in any of the offices except the presidency it may be filled by the council, and the person designated shall hold the position for the unexpired term of the person vacating it.

13. The president shall preside at all business meetings of the Society and of the council and shall perform such other duties as may be directed by the council.

14. The vice-president shall perform the duties of the president in case the president is absent or incapacitated, and, in case of a vacancy in the presidency, he shall assume that office and hold it for the remainder of the term.

15. The secretary shall keep the minutes of the Society and of the council, prepare and mail notices, present at each annual meeting a report on the activities of the Society, and perform such other duties as may be directed by the council.

16. The treasurer shall have the custody of all monies belonging to the Society and shall pay them out only on the presentation of bills certified by the secretary. He may be required by the council to give bond for the faithful performance of his duty in such sum as it shall determine. He shall keep an account of all receipts and payments and shall report thereon in full to the Society at each annual meeting and to the council whenever so ordered.

17. The president, the secretary, and the treasurer shall constitute a finance committee, which shall approve all investments and shall prepare a budget for submission to the council and the Society at each annual meeting.

Meetings

18. The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of all meetings of the Society shall be mailed by the secretary at least thirty days before the date of the meeting. Twenty-five members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

19. The council shall hold an annual meeting in connection with the annual meeting of the Society and such other stated meetings as it may determine. Special meetings of the council for any purpose shall be called by the secretary on the written request of the president or of three members of the council. Five members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

Publications

20. The editor shall edit or supervise all the publications of the Society. He shall have the advice and cooperation of an editorial board consisting of four members, one of whom shall be appointed annually by the council for a term of four years. The editor shall be ex-officio the chairman of the board.

21. When funds are available the Society shall publish a yearbook, quarterly magazine, or other serial publication, which shall contain accounts or proceedings of the meetings of the Society, together with such reports, papers, reviews, and news of archival activities as may be determined by the editor. Every member whose dues are not in arrears shall be entitled to receive this publication, and subscriptions shall be accepted from others at such rates as may be directed by the finance committee.

Records

22. The minute books, correspondence, and other records of the Society and its committees shall be preserved by the officers and chairmen of committees and shall be promptly turned over by them to the secretary when their terms expire. Records that have ceased to be of use in conducting the current affairs of the Society may, by direction of the council, be turned over to a depository selected by it for permanent preservation.

Amendments

23. Amendments to this constitution may be proposed in writing filed with the secretary by any five members. Copies of the proposed amendments shall be mailed by the secretary to all members at least thirty days in advance of the meeting at which they are to be considered. If approved by the council they may be adopted by a majority vote, if not so approved, by a two-thirds vote, at any annual meeting of the Society.

The Society of American Archivists Reports for the Year 1946-47

MINUTES OF THE BUSINESS MEETING

SEPTEMBER 4, 1947

The Society convened in its annual business meeting in Convention Hall of the Colorado Hotel, Glenwood Springs, Colorado, at 4 P.M., September 4, 1947, approximately sixty members attending.

The minutes of the previous business meeting, as published in the *AMERICAN ARCHIVIST*, January, 1947, pp. 71-73, were approved. The report of the secretary was read, accepted, and ordered to be placed on file.

The treasurer presented her report including a proposal that the fiscal year of the Society be changed from the calendar year to the annual period July 1 to June 30. The chairman of the Auditing Committee, Mr. Victor Gondos, Jr., made his report, which, with the treasurer's report, was accepted and ordered to be placed on file.

The secretary presented the matter of certain proposed amendments to the Constitution as recommended by the Committee of five elected by the Council in accordance with the motion voted at the 1946 business meeting of the Society. The Committee, consisting of Christopher Crittenden, chairman, Herbert E. Angel, R. D. W. Connor, A. R. Newsome, and the secretary, drafted certain proposed amendments, which were mailed to all members thirty days before the present meeting and were approved, with two exceptions, by the Council at its meeting on September 3.¹ Since most of the Committee's changes in the text were for clarification or improvement in style and since all members have had an opportunity to consider the proposed revisions, the chairman recommended that, unless there was objection from the floor, discussion be confined to the two revisions to which the Council had taken exception.

There being no objection from the floor, the secretary read Section 10 of the Constitution, as follows:

10. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution, or determined by the Society, shall be vested in a council composed of the officers and five members elected by the Society, one at each annual meeting for a term of five years. The elected members of the council shall be ineligible for immediate re-election.

The Committee recommends that the clause "or determined by the Society" be stricken out, but the Council feels that this clause guarantees democratic procedure if the Society desires to overrule an action of the Council.

Section 20 reads as follows:

¹ See Minutes of the Council, below, p. 50.

20. The council shall elect, for such term as it shall determine, an editor, who shall edit or supervise all the publications of the Society. He shall have the advice and co-operation of an editorial board consisting of four members, one of whom shall be appointed annually by the council for a term of four years. The editor shall be ex-officio the chairman of the board. He shall be privileged to attend all the meetings of the council but shall not have a vote therein.

Since the proposed amendment of Section 9 makes the editor a full fledged member of the Council and provides that he be elected by the Council, the Committee recommends that the first sentence of Section 20 be amended to read: "The editor shall edit or supervise all the publications of the Society." The Committee also recommends that the last clause of the last sentence of Section 20—"but shall not have a vote therein"—be stricken out. The Council, however, recommends that the entire last sentence be stricken out, since the editor as a full fledged member of the Council is privileged *ipso facto* to attend all its meetings.

Voted, that the Society adopt the amendments offered by the Committee to Propose Amendments to the Constitution, except the proposed change in Section 10 and that the Society approve the changes in Section 20.

Voted, that the proposed amendment to Section 10 be laid on the table.

Voted, that the following resolution offered by Mr. Oliver W. Holmes be adopted: Whereas the Society of American Archivists at its eleventh annual meeting at Glenwood Springs, Colorado, September 3-4, 1947, gave considerable attention to the international phases of archival work, discussed especially the potential role of UNESCO in this field, and reviewed activities and plans thus far proposed by officials of that organization, and

WHEREAS, The Society wishes to record its special concern that this interest of UNESCO in archival work be continued and expanded, therefore be it

Resolved: That the Society endorses the archives program of UNESCO and requests support for this program on the part of the U. S. National Commission for UNESCO and the U. S. delegation to the Second General Conference of UNESCO in Mexico City to the end that adequate funds for the execution of the program be budgeted.

Voted that the following resolution offered by Mr. William D. McCain be adopted: Resolved, that the secretary be directed to send to Miss Margaret C. Norton on behalf of the Society of American Archivists a telegram of sympathy in her present bereavement and an expression of regret that she was unable to attend this meeting.

Voted, to approve the report of the Resolutions Committee, read by Mr. W. Edwin Hemphill in the absence of Chairman Hugh M. Flick:

On behalf of the membership of the Society of American Archivists the Committee on Resolutions offers for acceptance the following resolution:

Be it *Resolved*, that the President and Secretary of the Society of American Archivists express the Society's deep sense of genuine appreciation,

First, to the co-chairmen and members of the Joint Committee on Local Arrangements for their foresight in anticipating the Society's every need and for their unusual and continuing diligence in assuring a delightful annual meeting in a memorable setting,

Second, to the chairman and members of the Program Committee for arranging a stimulating and constructive program which will for many years be considered a positive contribution to the field of archival science and international archival fellowship,

Third, to the management and staffs of the Hotel Colorado in Glenwood Springs and the Cosmopolitan Hotel in Denver for having rendered the fullest cooperation,

Fourth, to the Chamber of Commerce and the Lions Club of Glenwood Springs for their true western hospitality which affords the privilege of recapturing the love and tradition of the colorful Rocky Mountain area,

Fifth, to the President and General Manager of the Denver and Rio Grande Western Railroad Company for the invaluable assistance, support, and cooperation of that firm, for its well planned and costly contributions to the success of this annual meeting, and especially for the extraordinary services of its Records Division headed by Miss Dorothy K. Taylor,

Sixth, to the State Historical Society of Colorado and the Denver Public Library for their gracious cooperation as hosts and for affording the Society special opportunities to become acquainted with the state of Colorado and its institutions.

The report of the Nominating Committee was read by Mr. Philip C. Brooks, chairman, who presented the following slate: for president, Christopher Crittenden; for vice-president, Herbert O. Brayer; for secretary, Lester J. Cappon; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1952, Karl L. Trever; for council member for a term of three years ending in 1950 in place of Mr. Crittenden, Oliver W. Holmes. There being no nominations from the floor, voted, that the secretary cast a unanimous ballot in favor of the above nominees.

The remaining council members continue to hold office for the following periods: Mrs. Virginia Leddy Gambrell, one year ending 1948; Howard H. Peckham, two years ending 1949; Ernst Posner, four years ending 1951.

The meeting adjourned at 5:10 P.M.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

SEPTEMBER 3, 1947

The Council met in the Colorado Hotel, Glenwood Springs, Colorado, at 4:30 P.M., September 3, 1947, the president, vice-president, secretary, treasurer, and Philip C. Brooks and Ernst Posner attending.

The following qualified applicants were elected to membership in the Society: Leo Flaherty, Juan Carlos Gómez Haedo, Fermín Peraza, Mario López Feliu, Carlton C. Qualey, and Irving P. Schiller; also Oklahoma State Library, Oklahoma City; Washington State Library, Olympia; and Archivo General de la Nacion, Montevideo, Uruguay. The secretary was asked to instruct the Membership Committee as to qualifications for membership as stated in the Constitution.

In the absence of the editor, the secretary read her annual report. Since the problems of the editorial office are chiefly financial, it was agreed that any action necessary by the Council should be deferred until the new Council meets after the election of officers.

Voted, that the secretary be instructed to write to Miss Norton to express the Council's appreciation of her work as managing editor of the *AMERICAN ARCHIVIST* and their recognition of the improvement in the magazine.

The secretary read the report of the Committee to Propose Amendments to

the Constitution and the Council discussed each proposed amendment in turn.

Voted, that the Council approve all the amendments proposed by the Committee except the amendment in Section 10, and that the Council recommend to the Society that the entire last sentence of Section 20 be stricken out.

Voted, that the Council does not approve the proposed amendment to Section 10.¹

The meeting adjourned at 6:05 P.M.

LESTER J. CAPPON, *Secretary*

MINUTES OF THE COUNCIL

SEPTEMBER 5, 1947

The Council met in the Colorado Hotel, Glenwood Springs, Colorado, at 12 noon, September 5, 1947, the vice-president, secretary, treasurer, and Oliver W. Hoimes, Howard H. Peckham, and Ernst Posner attending.

The treasurer discussed that portion of her annual report recommending that the fiscal year of the Society be changed from the calendar year to the period July 1 through June 30, and explained that this change would enable her to give the Council at its annual meeting a complete report on the fiscal year ended just a few months before the meeting.

Voted, that, beginning July 1, 1947, the fiscal year be changed from the calendar year to the period July 1 through June 30, that the budget of the following year be planned in advance of the annual meeting, and that permission be granted for expenditures from the end of the fiscal year until the adoption of the new budget.

The proposed budget for the fiscal year July 1, 1947 through June 30, 1948 was discussed. The treasurer pointed out that the item for publications has been increased to \$2500, on recommendation of the editor in view of steadily rising costs during 1947. The treasurer stated that the Society would be able to meet without difficulty an anticipated excess of expenditures for publications over the allotment in the 1947 budget. The secretary suggested that the allotment of \$450 for the secretary's office be reduced to \$350, since \$100 had been added to this item last year for extra expense involved in the secretary's attending the annual meeting in Colorado. Mr. Holmes recommended that \$100 be allotted for possible expense of a representative of the Society in attending a special meeting of direct interest to the Society.

Voted, that \$100 be transferred in the proposed budget for 1947-48 from "Secretary's Office" to "Committees" to cover the possible expense of a delegate to represent the Society at a special meeting.

Voted, that the budget for the fiscal year 1947-48 be adopted as amended.

The secretary reviewed that portion of the editor's annual report pertaining to problems of advertising in the *AMERICAN ARCHIVIST*. The Council discussed the possibilities of income for publications by this means and expressed the

¹For a detailed account of these proposed amendments, see the Minutes of the Business Meeting, pp. 48-50. For the text of the Constitution as amended to date, see above, pp. 45-47.

hope that the editor could find someone to give special attention to this problem.

Voted, that the editor be authorized to carry advertising in the *AMERICAN ARCHIVIST* and to accept or reject advertising at her discretion.

The following qualified applicants were elected to membership in the Society: Theodore J. Cassady, Mary E. Hoyt, and Emma M. Scheffler; also Utah State Historical Society, Salt Lake City; and Western State College Library, Gunnison, Colorado.

Voted, that the president be authorized to appoint two members of the Council to a joint committee of four of this Society and the American Association for State and Local History to decide upon a time and place for the twelfth annual meeting and to refer its recommendation to the Council.

Voted, that the Council authorize Herbert O. Brayer to represent the Society at the second conference of the U. S. National Commission for UNESCO at Chicago, Illinois.

The meeting adjourned at 1:30 P.M.

LESTER J. CAPPON, *Secretary*

REPORT OF THE SECRETARY FOR THE YEAR 1946-47

Although a majority of our members live along the eastern seaboard of the United States, the Society of American Archivists is a national, not a regional organization. During the past ten years the annual meetings have been held in numerous states in spite of transportation difficulties under war conditions. The present meeting is our fourth west of the Appalachians and our first west of the Mississippi River. If some of our members who reside east of the Rockies or east of the Appalachians may still be so provincial as to refer to "the other side" or "beyond" the mountains, perhaps they may be excused because of historical usage which has tainted the archivist; but provincialism is betrayed and education advanced at Glenwood Springs, where those of us who have come from beyond the mountains now find ourselves on "the other side" with our terminology somewhat confused. You will recall, however, that terminology is a problem with which archivists have wrestled not too successfully as yet.

Our gracious hosts of the Centennial State in conjunction with our Program Committee have afforded us a varied program of manuscript and archival subjects pertaining to the Far West as well as those of wider and more general import, some of which represent fruits of the Society's work during the past year. In addition to seeing at first-hand the constructive work which our Colorado colleagues are accomplishing and to enjoying the natural wonders of this mountain area, our Society is desirous of acquainting custodians of records and the public in this region more directly with our activities and frankly of increasing our membership in the Far West. At Glenwood Springs' altitude of 5,800 feet we ought to be able to view our problems with more perspective and, I hope, without becoming faint or lightheaded.

One of the most encouraging aspects of the Society's development is its increasing cooperation with other organizations in various matters pertaining to archives and records administration. Such has been the case, for example,

in the fields of international relations, archival buildings, and business records. In some instances our Society has taken the initiative; in others it has been asked to participate, an indication that it has achieved worthy recognition in cultural affairs. On March 28 Mr. Vernon D. Tate, who has been prominent in the work of the American Documentation Institute, represented our Society at a meeting held at the Library of Congress to discuss the need for an organization in the United States that would perform many of the functions discharged by the International Federation for Documentation of Europe. The conference recommended that the ADI expand its interests to embrace the entire field of documentation and to become the operating entity or American branch of the FID. The conference also stressed the need for a paid secretariat.

The Committee on Institutional and Business Archives under the chairmanship of Mr. Emmett J. Leahy has directed its chief efforts to effecting a liaison with similar committees representing other associations or established independently. Most notable is its close cooperation with the Economic History Association for the establishment of a secretariat, probably in New York City, to serve as a clearing house for data on records management and the history of American business to the advantage of both scholars and business firms. The proposal has been endorsed by the American Historical Association and a prospectus justifying the proposed secretariat has been submitted to the Rockefeller Foundation with the hope of financial aid to launch the project. It is argued that it could render such service to business houses and other institutions as to justify fees at cost to make the secretariat self-sustaining in a few years.¹ Members of this Society's Committee have also discussed the preservation, management, and use of business records with outstanding companies like the New York Central Railroad, the Mutual Life Insurance Company, Northwest Airlines, and Kaiser, Inc. Chairman Leahy has proposed to the American Association of Railroads that it add to its staff a specialist in records management and archival science.

The Committee on Records Administration is making progress in preparing a manual on the management of public records, a publication designed to give practical aid to officials in many offices on various levels, in authoritative but unacademic terms. Each member of the Committee will provide the material for a section: 1) filing techniques for day-by-day management of active files by Miss Helen L. Chatfield; 2) evaluation of less active file materials, by Mr. Philip C. Brooks; 3) problems and responsibilities of state and county officials in dealing with records, by Chairman Henry H. Eddy; and 4) an appendix with brief quotations and bibliographies—a guide to printed materials useful to busy officials not specially trained in this field, by Christopher Crittenden. All the material will be reworked and edited by the chairman into a uniform and coherent text.²

Mr. Victor Gondos, Jr., chairman of the Committee on Archival Buildings, reports that high costs of construction continue to bedevil public archival

¹ For details of the plan see the full report of the Committee on Institutional and Business Archives, below, pp. 62-64.

² For the full report of the Committee on Records Administration see below, pp. 67-68.

projects. This Committee keeps in touch with plans and developments throughout the country, provides consulting service on request, and prepares occasional articles for publication. The only state project actively under way at present is in California, where officials are now engaged in a survey of records preparatory to planning building accommodations. Plans in Pennsylvania for a new state archives building and in Connecticut for an archival addition to the State Library are held in abeyance in the former case and are still in the "unofficial" stage in the latter. Plans and specifications for the Vermont Hall of Records were completed and an article on this subject was prepared by the Society's Committee for publication in a coming issue of the *AMERICAN ARCHIVIST*. Another article, by Chairman Gondos, on archival buildings was written at the request of the American Institute of Architects for the September issue of its *Bulletin*. The plans and construction data relating to the New York Catholic Archdiocesan Archives near Yonkers appear in summary form in the *AMERICAN ARCHIVIST*, July, 1947.³

At the beginning of the 1940's, before the United States went to war, our Society formulated a program for dealing with records problems under war conditions and achieved many enduring results in cooperation with other organizations and institutions during and after the conflict. With a measure of pride we can point out that the activities of our Committee on International Relations have exhibited a similar foresight in anticipating some of the needs and opportunities in the postwar world. The work begun under Chairman Fred W. Shipman immediately after the war has been continued and expanded by his successor, Mr. Oliver W. Holmes, during the past year. "The two major objectives most worthy of support by the Society" are stated by Mr. Holmes to be "(1) the promotion of an international archival organization and (2) the promotion of a strong archives program by UNESCO (the United Nations Educational, Scientific, and Cultural Organization). In other words our intention at this stage is not so much to work on a country to country basis, as it is to establish a common meeting place for archivists, where they can exchange ideas and experiences and themselves adopt a program that represents the united wishes of all."

The first of these objectives was subscribed to in a resolution of this Society passed at the business meeting in Washington last year, authorizing the president of the Society "to take such steps on behalf of the Society, and in cooperation with other interested agencies and organizations, as may appear to him to be necessary or desirable to bring about the establishment of such an [international archival] organization." The same day in his presidential address, "The Archivist's 'One World'," Dr. Solon J. Buck discussed the underlying problems and needs in detail and gave an account of what the National Archives had already done to further both objectives mentioned above. Pursuant to the Society's resolution a letter was drafted with the aid of Chairman Holmes and sent by the president to leading archivists in other countries to ask their advice with respect to the steps to be taken in creating an international archival organization. We have heard the results of this inquiry at a previous session today.

³ For the report of the Committee on Archival Buildings see below, pp. 58-60.

There have been several encouraging developments in our Society's endeavor to promote an archives program by UNESCO. Mr. Holmes and Mr. Luther H. Evans represented the Society at the first National Conference on UNESCO in Philadelphia last March and secured adoption of a resolution by the Libraries Section recommending "the early inclusion" in UNESCO's active program of the provisions of its draft report "for the creation of an international organization of archivists." At the Mountain-Plains Regional Conference on UNESCO in Denver in May the Society was represented by Mr. Virgil V. Peterson and Miss Dorothy K. Taylor. The Society has been asked by the U. S. National Commission for UNESCO to express its views on UNESCO's archives program for the September meeting of the Commission in Chicago. Meanwhile a member of the Society, Mr. Herbert O. Brayer, has been appointed "Consultant for Archives, UNESCO." His draft of an archives program for UNESCO, as revised after the panel session on the subject at our present annual meeting, will be submitted by him to the second General Conference of UNESCO in Mexico City in November and urged for adoption.

The Committee on International Relations provided the program at the joint luncheon session of the Society with the American Historical Association in New York City on December 27, 1946. Mr. E. Wilder Spaulding read a paper on "The Records of International Meetings" and Mr. Robert Claus on "The United Nations Archives." Another member of the Committee, Major Lester K. Born, who serves as Archives Adviser in the U. S. Military Government in Germany, has requested that a set of the *AMERICAN ARCHIVIST* be made available to the new school for German archivists to be opened at Marburg in October. Another set is needed by the Library of the University of the Philippines where Director Gabriel Bernardo, who was active in salvaging Philippine archives during the war, hopes to have our magazine available for training young Filipinos in archival work. Every effort will be made to provide as complete sets as possible to meet these worthy requests recommended by our Committee.⁴

In contrast to these activities far afield, in which our Society is playing a constructive role, we have accomplished little in some archival fields close at home. We have been seeking some means of stimulating the interest of county officials in better care and management of their records and of demonstrating to them that we have something concrete and practical to contribute to their work. Although the first draft of a "Manual for Local Recording Officers" was prepared a year ago by the Committee on Local Records, adequate means of carrying this project further and seeing it to completion have not been found. The problems of municipal archives have not been completely neglected but we have never arrived at any policy or method of approach whereby we might invade successfully this virtually unexplored area. The difficulties are increased by the dearth of city archivists or supervisors of records to provide aid and comfort from inside the gates. Although the records of labor organizations fall within the province of the Committee on Institutional and Business Archives which has a promising project under

⁴For the report of the Committee on International Relations see below, pp. 62-65.

way, it will not be amiss to emphasize that the field of labor records is a kind of "no man's land" which for many years has distressed the historian venturing into it much more than the archivist who has neglected it or the labor leader who seems blissfully unaware of its significance. There ought to be more exchange of ideas and information among state archivists respecting their common problems, and I voice the opinion of our editor that this group of our members has not been articulate enough through the mediums of expression afforded by our organization.

Having registered some criticism for the good of the order, I turn to a more pleasant subject, the continuing success of the *AMERICAN ARCHIVIST*. I am sure all our readers have been favorably impressed with the wider variety of articles that appeal to both the professional archivist and to the public official whose viewpoint is based purely upon experience. The ideal and the actual, the scholarly and the practical, are interspersed in goodly proportions. The contents of the magazine also provide a representative cross-section of the numerous fields of records which are the concern of the archivist and the custodian of manuscripts. Miss Norton, our competent editor, is not confronted with lack of copy for successive issues, but she is disturbed by increasing costs over which she has no control. The possibilities of advertising to reduce the net cost are under consideration; meanwhile the Society is capable of meeting publication charges with a safe margin. The stock of back copies of the magazine is a valuable asset and there is a steady demand for complete sets as well as single issues. Miss Norton has an able corps of assistants composed of the editorial board, the reviews editor, the news notes editor, the technical committee, and the committee on archival research, and I can assure you that none of these jobs is purely honorary. The fifth annual "List of Writings on Archives and Manuscripts, July, 1946—June, 1947," by Karl L. Trever and Mary Jane Christopher, will be published in the October issue. An index to Volumes I-X of the *AMERICAN ARCHIVIST* is under way and it is hoped that it can be completed and published next year.

Although the present year of the Society now ending is shorter by seven weeks than the preceding year because of the earlier date of the eleventh annual meeting, the increase in memberships and subscriptions is in some respects better than that of 1945-46, which was a good year. What we have accomplished in this growth of the Society is chiefly the result of the Membership Committee's labors under the diligent and efficient chairmanship of Mr. Virgil V. Peterson. His committee of fourteen, set up on a geographical basis, made contacts with 325 prospective members in the United States and foreign countries, with a return of 16 per cent during the year ending September, 1947. The comparative statistics which follow, however, are for the dates October 25, 1946 (the end of the year 1945-46) and September 3, 1947 (the end of 1946-47). During the past year 4 individual members resigned, 4 were dropped for non-payment of dues, and two are deceased. This loss of 10 is offset by 28 new individual members of whom 21 are in the United States and 7 in foreign countries. This net gain of 18 brings the total

in this category to 323 (the net gain in 1946 was 22). Of this total 25 are foreign members. During the past year there was no loss of institutional members and 7 were added, making a total of 54 (the net gain in 1946 was 5). Of this total 9 are foreign institutions. The number of life members is 2, of honorary members 4, these figures being the same during the past two years. Thus the aggregate of all classes of membership is 383. During 1947 the number of new subscribers was 10 in the United States and 10 in foreign countries; 1 subscription (foreign) was lost, resulting in a net gain of 19 (the net gain in 1946 was 14). The total number of subscribers is 118, of which 25 are foreign. When allowance is made for a few exchanges and for extra copies needed by the editor and her assistants, it will be seen that over 500 copies of the magazine are circulated each quarter and our standing order of 600 copies of each issue is none too large. The increase in the number of foreign members is encouraging, although the income from dues of foreign individuals and institutions per unit is less than one-third of that obtained from members in the United States. Institutional members and subscribers constitute our most stable source of income; and while there is surprisingly little fluctuation in the ranks of individual members, I strongly urge the support of all of you in furthering the well organized work of the Membership Committee. We are now using a revised application blank which asks for more information on the training and experience of each applicant.

It is with deep regret that I announce the death of one of our members, Mr. William S. McCormick of Detroit, Michigan in March, 1946.

At the business meeting of the Society in 1946 it was voted that "the Council elect a committee of five to study possible revisions in the Constitution and report to the Council such amendments as the Committee may consider desirable." This Committee, consisting of Christopher Crittenden, chairman, Herbert E. Angel, R. D. W. Connor, A. R. Newsome, and the secretary, has made a careful study of the document in the light of the Society's ten years of experience and has concluded that in the main the Constitution was well drafted in anticipating the functioning of the organization. A copy of the amendments proposed by the Committee (many of which are merely for clarification or for improvement of style) was mailed to each member thirty days before the present annual meeting. The Committee has submitted its report to the Council and the proposed amendments as approved by the Council will be offered for your consideration and action during the present business meeting.

During the past year, in addition to routine correspondence, the secretary has answered various requests for information on archival matters and has referred others to members who are more capable of making such replies. Data frequently desired on state archives are now available in "A Directory of State Archival Agencies," compiled from material in the secretary's files and published in the July issue of the *AMERICAN ARCHIVIST*. The Society will be included in the forthcoming directory of organizations concerned with public administration, published by the Public Administration Service in Chicago. The officers, committees, and other members of the Society have

been most generous in furthering the work which clears through the secretary's office and I feel that those of you who have attended this meeting have shown more than your customary forbearance in listening to this report while the Rocky Mountains are beckoning outside.

Respectfully submitted,

LESTER J. CAPPON, *Secretary*

BUDGET PROPOSAL—FISCAL YEAR ENDING JUNE 30, 1948

	1945 (actual)	1946 (estimated)	1946 (actual)	1947 (estimated)	1947 (actual- 1st half)	1947-48 (estimated)
Cash on hand January 1:	\$1,870.15	\$2,371.51	\$2,371.51	\$2,573.65	\$2,441.49	(\$2,453.29)
<i>Receipts:</i>						
Membership dues	1,658.50	1,825.00	1,956.50	1,825.00	1,073.25	(2,146.50)
Publications	646.10	495.85	627.92	495.85	515.50	(1,031.00)
Interest on investment ..	25.00	25.00	25.00	50.00	12.50	(25.00)
Annual meeting	*	100.00	143.03	100.00	*	(100.00)
Total	\$2,329.60	\$2,445.85	\$2,752.45	\$2,470.85	\$1,601.25	(\$5,755.79)
<i>Expenditures:</i>						
<i>Administrative:</i>						
Secretary's office	206.56	285.89	332.55	400.00	223.87	(350.00)*
Treasurer's office	100.00	75.00	57.56	100.00	75.00	(100.00)*
Committees	31.44	73.22	64.92	100.00	34.00	(150.00)*
Publications	1,358.81	1,709.60	2,153.27	2,000.00	1,240.08	(2,500.00)*
Annual meeting	136.43	100.00	74.17	100.00	16.50	(100.00)*
Investments	*	*	*	1,000.00	*	(1,000.00)*
Total	1,828.24	2,243.71	2,682.47	3,700.00	1,589.45	(4,200.00)*
Cash on hand December 31:	\$2,371.51	\$2,573.65	\$2,441.49	\$1,344.50	\$2,453.29	(\$1,555.79)*

* Budget proposals for 1947-48

Approved:

Respectfully submitted to the Council:

(Signed) Lester J. Cappon

Secretary

Approved by the Council L.J.C.

Date September 5, 1947

(Signed) Christopher Crittenden

President

(Signed) Helen L. Chatfield

Treasurer

AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the cash transactions of the Treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year ended 31 December 1946, and the first half of the fiscal year 1947 ended 30 June 1947, and we hereby certify that:

All cash shown to have been received has been properly accounted for.

Satisfactory vouchers are on file covering all disbursements.

The balance of cash on hand as of 31 December 1946 and as of 30 June 1947, was on deposit as of those dates.

In our opinion the attached statements submitted are a full and complete

report of the financial activities of the Society for the fiscal year ended 31 December 1946, and the first half of the fiscal year ended 30 June 1947.

(Signed) Victor Gondos, Jr.
Chairman

(Signed) Sherrod East
(Signed) John Tracy Ellis
Auditing Committee
Society of American Archivists

Washington, D.C.
25 August 1947

REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS

The Committee membership remained the same as that of the past two years. Because of the extra rush of work in connection with the liquidation of Federal agencies the chairman was unable to conduct the annual round-up of news relating to archival building developments in all parts of the country. However, it may be said that high costs of construction continued to bedevil public projects especially those in the archival category. There has been a paucity of significant news from the field.

In California an appropriation of half a million dollars was voted for the creation of a modern archival agency. Paul J. O'Brien, representing the State Archivist was sent East to attend the American University summer session in the preservation and administration of archives. This course is given by Dr. Ernst Posner, and the classes are held at the National Archives in Washington and at the Maryland Hall of Records in Annapolis. Some score graduate and professional students attended from all parts of the United States and Canada and one from the United Nations. The Committee chairman delivered two lectures in the course on archival buildings and vaults. The California archivists are now engaged in a records survey preparatory to planning building accommodations, and it is understood that a large, firesafe munitions plant may be reconverted to archival use. It is intended to accession all war period records of the State as well as those of earlier periods.

From Connecticut it is reported that building plans for a projected archival addition to the State Library are still in an "unofficial" stage so that plans are not sufficiently matured for making any public announcements.

The plans and construction data relating to the New York Catholic Archdiocesan Archives near Yonkers were prepared for publication in the *AMERICAN ARCHIVIST* by the Committee chairman, and this material appeared in the issue of July 1947. The archival consultant for the Archdiocese, Dr. Thomas F. O'Connor, consulted with the Committee from time to time. Visitors and internes who studied in Washington and represented other institutions were also afforded archival building information at various times during the year.

In Pennsylvania the projected great new State Archives building is still

stymied for one reason and another. Director R. N. Williams, 2nd of The Historical Society of Pennsylvania reports that Governor Duff, the new incumbent of the gubernatorial chair in the Keystone State, was so appalled by the condition of the mental institutions of the Commonwealth that he had all other construction expenditures stopped in favor of speedy headway on new hospitals. However, the Governor stated that if sufficient progress was made on hospital structures during the next year or two he would not only be willing but anxious to proceed with the archives building.

Tennesseeans do not intend to be left behind in archival progress and big doings are reported from Andy Jackson's home grounds. It is understood that a million and a half dollars have been authorized by the State legislature for a multifunction archival and historical museum building.

Plans and specifications for the Vermont Hall of Records were completed and an article on this subject is now in course of preparation by the Committee for publication in a coming issue of the *AMERICAN ARCHIVIST*. The structure was recommended by the Governor and overwhelmingly passed by the House, reports Earle W. Newton, Secretary of the Public Records Commission. It appears, however, that the legislature adjourned before the Senate acted upon the bill.

At the request of The American Institute of Architects another article was prepared on the subject of archival buildings for inclusion in a coming issue of the Institute's *Bulletin* which is distributed periodically to some 7,000 architects throughout the United States and also abroad. This article includes a selected list of references to extant literature on archival buildings and equipment.

VICTOR GONDOS, JR., *Chairman*

REPORT OF THE COMMITTEE ON INSTITUTIONAL AND BUSINESS ARCHIVES

At the outset of this past year the Committee on Institutional and Business Archives was established to embrace the somewhat larger field than its predecessor committees. Mr. Emmett J. Leahy was appointed chairman and Dr. Thomas C. Cochran and Mr. Robert A. Schiff were appointed members. Dr. Cochran is chairman of the Committee on Business Records of the American Historical Association, which committee was raised from the status of a sub-committee to a full committee at the December 1946 meeting of the American Historical Association. Dr. Cochran and Mr. Leahy are also co-members of the New York Committee on Business Records. Mr. Robert A. Schiff is Director of the Naval Records Management Center, Garden City, Long Island.

The initial program of the Committee on Institutional and Business Archives was to effect a liaison with similar committees representing other professional associations or independently established. The extent to which this was accomplished is shown by the interchange of members with such committees.

A special session on business archives was arranged at the 1946 meeting of the American Historical Association. This session was held on Sunday morn-

ing, December 29, 1946, at the Pennsylvania Hotel. The chairman and both members of our committee were in attendance. Dr. Cochran presided, Mr. Shiff and Mr. Leahy participated. Those in attendance at this session, in addition to members of the American Historical Association, included representatives of the Economic History Association, the Society of American Archivists, the Special Libraries Association, the American Library Association and twelve or more representatives of leading businesses and institutions.

A paper was read by Irving P. Schiller on records management, followed by a wide discussion from the floor. The very active interest in the paper and subsequent discussion of representatives of leading businesses and institutions was marked.

A significant shift in the trend of this session occurred when the general discussion was capped by a concrete proposal from representatives of the Economic History Association to establish a secretariat, probably in New York City, to serve as a clearing house for data on records management and the history of American business. It was hoped that a substantial grant from one of the large foundations could be obtained to insure adequate support of such a secretariat. The chairman of the Committee on Institutional and Business Archives added the full and enthusiastic support of that Committee to this proposal. He further proposed that the suggested secretariat have a four-fold goal: (1) sponsor advanced programs in records management; (2) encourage the fullest possible accessibility of business and institutional archives to scholars; (3) encourage the professional recording of the history of businesses and institutions; (4) sponsor and, if necessary, manage records management centers in key American cities for the storage and processing of business and institutional records.

It was further proposed that this four-fold program be conducted in such a way as to insure indisputable dividends to American business and institutions to such an extent as to justify fees at cost, particularly for: (1) the records management service; (2) historical studies; and (3) the storage and processing of business and institutional records in records management centers. A further point was carried to the effect that a secretariat with such a four-fold program, managed in this fashion, should become self-sustaining in from three to five years, requiring, as a result, foundation support only in the initial years. Such an overall program was warmly endorsed by those present.

The chairman of your Committee on Institutional and Business Archives was elected as chairman of a sub-committee charged with drawing up a suitable proposal. A copy thereof is attached to this report for the files of the Society. The completed proposal¹ was transmitted to the Executive Committee of the American Historical Association through the good offices of the Archivist of the United States. Dr. Guy Stanton Ford cleared the proposal by mail with the Executive Committee and received its endorsement. A kind of informal and perhaps rump committee consisting of the chairman of your com-

¹ The text of this Proposal was printed in the *AMERICAN ARCHIVIST*, 10 (April 1947), 205.

mittee, Dr. Cochran and Arthur Cole carried on from this point. This small group corresponded and met in New York City, as circumstances permitted, and at the Mississippi Valley Historical Association meeting in Columbus, Ohio in April. The result was a draft of a prospectus for the secretariat. Through the generous efforts of Dr. Cole, a meeting was arranged between Dr. Joseph H. Willits of the Rockefeller Foundation, Dr. Cole, Dr. Cochran and your chairman at Hillside, the office of the National Bureau of Economic Research in May. Dr. Willits reviewed our prospectus and generously and attentively considered our supplementary discussions justifying the proposed secretariat. The timing, late in the spring, however was such as to make it impossible to take up the proposal with the Foundation until early in the fall. At this point your chairman and his colleagues are firmly convinced of the merits of the proposed program, encouraged by its reception to date, and hopeful that the issue will be promptly resolved in the fall.

Separately from the major project described in the foregoing paragraphs, your committee, particularly through the individual efforts of the chairman—but frequently with the support and collaboration of Dr. Cole and Dr. Cochran, has had many opportunities to further the purpose of the committee through discussions with key enterprises including the New York Central Railroad, the Mutual Life Insurance Company, a chain of southern banks, Northwest Airlines, Kaiser, Inc. and Boeing Aircraft in Seattle. The New York Central Railroad, the Mutual Life Insurance Company and Kaiser, Inc. have since assigned personnel, full time, to a review of their archives and the management thereof. Northwest Airlines and the chain of southern banks have evolved outstanding schedules for the preservation and retirement of their records with adequate segregation and additional protection for the most valuable. The New York Central is engaged in a large scale, long range review of the extensive archives of the railroad.

In addition, the chairman of your committee has proposed to the American Association of Railroads that it add to its large, competent staff a specialist in records management and archival science who would be in a position to advise and consult the member roads and as much as possible engage in surveys with a view to improvement in the records management of the roads and further utilization of such records for historical study.

The chairman of your committee proposes that the committee be continued during the coming year, that its membership be enlarged only gradually—as sufficient progress is made in one direction—to justify assuming a second or a third direction and that the major project described above concerning a secretariat for business records be continued in the number one spot of the committee's agenda.

E. J. LEAHY, *Chairman*

REPORT OF THE COMMITTEE ON INTERNATIONAL RELATIONS

Prior to the World War when the Society of American Archivists was in the first years of its existence, it was naturally preoccupied with the problems of its own formation and with vast untouched or little worked fields in the United States that needed cultivation. During the war there was but

limited opportunity to promote closer relations with archivists in other nations, although there was an expansion of such relationships even under war conditions. Furthermore, the war emphasized anew the need for closer relationships in times of crisis as well as in times of peace. It was brought home strongly to Americans that they have an interest in the total archival heritage of the past, wherever located, that all archives are interrelated, and that the protection, improvement, and utilization of this heritage to the benefit of mankind is a task of such nature and magnitude as to require the united efforts of trained archivists in all lands, working cooperatively and supporting each other. This theme was well summed up in "The Archivist's 'One World'," Dr. Buck's presidential address to the Society last year.

The time has now come when the opportunities of the Society in the international field are almost unlimited, and it is a question of choosing our objectives carefully, so that we may concentrate our limited influence and resources at those points where maximum results can be obtained. In the past year the two major objectives most worthy of support by the Society have appeared to be (1) the promotion of an international archival organization and (2) the promotion of a strong archives program by UNESCO (the United Nations Educational, Scientific, and Cultural Organization). In other words our intention at this stage is not so much to work on a country to country basis, as it is to establish a common meeting place for archivists, where they can exchange ideas and experiences and themselves adopt a program that represents the united wishes of all. If these two objectives are attained, the international activities of the Society can be carried on in the future chiefly through these channels with possibilities of wider achievement than if carried on directly with other countries individually, although work on the latter basis will by no means be ruled out.

International Archives Organization—For two successive years, under Mr. Shipman's chairmanship, the Society's Committee on International Relations recommended the promotion of an international archival organization as a matter of urgent need as soon as conditions at the end of the war made action practicable. At its meeting last year in Washington the Society passed a resolution urging the creation of such an organization and authorizing "its President to take such steps on behalf of the Society, and in cooperation with other interested agencies and organizations, as may appear to him to be necessary or desirable to bring about the establishment of such an organization."

Your Chairman has served as the agent of the President in taking action under this resolution. He assisted in drafting a letter, with appropriate annexes, that was sent by the President to leading archivists in other countries and advised with respect to the mailing list for this letter. Its purpose was to secure the reactions of archivists in other countries to such a proposal and their advice with respect to the steps to be taken in creating such an organization. The letter and annexes were printed in the July 1947 issue of the *AMERICAN ARCHIVIST*. Your Chairman has maintained the file of replies and will report on these at a special session on the subject to be held at the Annual Meeting of the Society in Colorado.

Archives Program for UNESCO—For the first meeting, in September 1946, of the U. S. National Commission for UNESCO, the National Archives prepared and submitted a document entitled "A Proposed Archives Program for the United Nations Educational, Scientific, and Cultural Organization," which pointed out the need for such a program and some of the activities that might be engaged in or promoted by UNESCO. At the first session of the General Conference of UNESCO at Paris many of the details of this document were properly ignored but the report of the Program Commission did recommend that "UNESCO should encourage the creation of an international organization of professional archivists," which organization in its turn might deal with the more detailed matters.

The difficulty proved to be that UNESCO's budget, as adopted toward the close of this meeting, did not permit UNESCO to undertake the full program recommended by its Program Commission and that, in the face of other pressures, UNESCO's staff might forget or ignore this recommendation. Your Chairman, consequently, has endeavored on every appropriate occasion to keep this matter before UNESCO and before the U. S. National Commission in this country, and in this he has had assistance from other members of the Society. The Society's Secretary and he filled out a questionnaire from the State Department that placed the Society's interest in UNESCO on record. Dr. Luther Evans and he attended as the Society's representatives, but without expense to it, the first National Conference on UNESCO in Philadelphia last March and secured adoption in the meeting of the Libraries Section of a resolution recommending "the early inclusion" in UNESCO's active program of the provisions in its draft report "for the creation of an international organization of archivists." The Society was likewise represented at the Mountain-Plains Regional Conference on UNESCO in Denver in May by Virgil Peterson and Dorothy Taylor. It is regretted that the Society had no representation at the First General Conference on UNESCO in Paris, but it was not invited to participate nor is it represented on the U. S. Commission for UNESCO, hence this effort to publicize this Society's interest in the matter of archives at every turn.

The campaign appears to be bearing results. The Society has been asked by the U. S. National Commission to express its views on UNESCO's archives program for the September meeting in Chicago of the National Commission, and this will be done. Furthermore, the entire picture has been changed by the fortunate appointment of a member of the Society, Mr. Herbert O. Brayer as "Consultant for Archives, UNESCO." Mr. Brayer has been charged with the task of drafting an archives program for UNESCO and this draft will be discussed in a panel session on the subject to take place at the Society's meetings in Colorado. Mr. Brayer will then take the program, as revised after this session, to the second General Conference of UNESCO in Mexico City in November and endeavor to get it adopted. We can ask for nothing better than for one of our own members to be carrying the ball in an official capacity with UNESCO.

It will be seen that the UNESCO program and the establishment of an international archives organization are inseparably connected, because we are

counting heavily on the moral and financial support of UNESCO to get the international organization started. Afterwards this organization will presumably work closely with UNESCO and provide it with a truly international archives program, developed not by archivists in this or some other country but by archivists of all countries meeting as an organized body.

Other Matters—Dr. E. Wilder Spaulding and Mr. Robert Claus, members of the Committee on International Relations, read papers on "The Records of International Meetings" and "The United Nations Archives" respectively at the Joint Luncheon of the Society with the American Historical Association in New York, December 27, 1946. This program was arranged by your Committee chairman. Another Committee member, Major Lester K. Born, continues to serve as Archives Adviser in the U. S. Military Government in Germany. At his request the Committee has recommended that a set of the past issues of the *AMERICAN ARCHIVIST* be made available to the new school for German archivists to be opened in October at Marburg. Your Committee has likewise recommended that a set be made available to the Library of the University of the Philippines. The Director of that Library, Dr. Gabriel Bernardo, was especially active in the salvage of Philippine archives during the war and hopes now to make use of this set of the *AMERICAN ARCHIVIST* in training young Filipinos in archives work.

Although members of the Committee have been very active individually, it should be reported that they have been unable to meet as a Committee and have not taken action on matters as a Committee. The Chairman has turned to individual Committee members for advice on specific questions as they came up and has, often, because of the time element involved, acted without their advice. This explanation is due them and due the Society. Their contributions under the circumstances are very much appreciated.

OLIVER W. HOLMES, *Chairman*

REPORT OF THE COMMITTEE ON RECORDS ADMINISTRATION

DECEMBER 1946 TO SEPTEMBER 1947

Your Committee on Records Administration changed chairmen this year, and, while fortunately Dr. Philip Brooks was able to stay with us as a member, we have suffered, inevitably, from this swapping of horses in midstream. Even so, progress has been registered toward the production of a manual on the management of public records, a publication designed to help in a very practical manner officials in many offices and on many levels. The keel has now been laid, though it must be admitted that much remains to be accomplished before the manual can make its appearance.

On March 29 the entire committee, consisting of Dr. Brooks, Miss Helen Chatfield, Dr. Christopher Crittenden, and your chairman met in Washington for a discussion of ways, means, and procedures. From this meeting and subsequent correspondence came agreement that the specialized experience of individual committee members could be exploited best by placing primary responsibility for certain sections with members particularly qualified in those aspects of records administration. It was agreed further that the

disadvantages frequently resulting from plural authorship should be avoided by heavy editing and remolding of the final text to attain a uniform and readable style. In this way an attempt will be made to create a manual which will be substantial as to subject matter but yet a coherent unit devoid of by-lines, bumpy transitions, and difficult technical terms.

As now planned, there will be included a section on practical filing techniques with which Miss Chatfield will be chiefly concerned. In this section effective methods for the day-to-day management of active files will be presented with some stress as to filing methods which will tend to simplify the later and essential process of eliminating ephemeral materials while still insuring preservation for such concentrated file elements as contain data of enduring value. Another section, chiefly by Dr. Brooks, will consider the evaluation of less active file materials, providing comment and advice as to both the general principles basic to wise choices and the methods of operation which have proved efficient and practical in segregating certain files for preservation while earmarking others for destruction either immediate or future. An appendix with brief quotations and bibliographies will be in charge of Dr. Crittenden. The aim here will be to point out available sources for such more detailed information as officials may desire after feasting on their first treatise concerning records administration. Chiefly it will be a guide to printed materials sufficiently simple and readable to be useful to busy officials not specially trained in this field but desirous of trustworthy data regarding such matters as inks and papers, lamination, air-conditioning, microfilming, and the elimination of fire hazards. A section on the problems and responsibilities of state and county officials in dealing with records will be provided by the chairman, and the editing will be largely his. Throughout the aim will be to provide a publication which though modest will be sound and readable, authoritative but un-academic.

While as yet but brief and scattered portions of the text have been set down, even in draft form, with much sound and some fury the keel has been laid and your committee requests of the Society patient forbearance as construction continues.

Respectfully submitted,

HENRY HOWARD EDDY, *Chairman*

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Calendar of Documents in the Santa Barbara Mission Archives, by Bayard J. Gieger, O.F.M., Archivist. [Publications of the Academy of American Franciscan History, Bibliographical Series, Volume I.] (Washington, D.C., 1947. Pp. xiv, 291.)

The Archive of the Santa Barbara Mission of California contains a valuable and interesting collection of documents relating to the religious history of that state. The *Calendar* by Dr. Gieger lists and describes the several thousand items. The documents are arranged chronologically in groups and the calendar follows this arrangement, giving numbers to each item. The entries give the date of the document, a full indication of its character and content, the number of pages, a notation as to whether it is original, transcript or photostatic copy.

Section One consists of documents, mostly transcripts and photographic reproductions, relating to the life and activities of Father Junipero Serra, 1713-1784 (404 items). Section Two, entitled California Mission Documents, 1521-1852 (1682 items), is the most important group. It comprises correspondence and other records, including originals and copies, of the presidents of the California missions, dealing with their activities and with the general mission work of the California region. Section Three is formed of the records of the College of our Lady of Sorrows at Santa Barbara, 1853-1913 (756 items). Section Four is entitled Reports, Statistical Tables, Lists, etc., 1874-1875 (1097 items). It includes lists of missionaries who served in the California missions; reports on the material and spiritual progress of the missions; statistical tables for each mission showing baptisms, marriages, deaths, number of resident Indians, communions held, confessions received, and sacraments administered; books and registers of baptisms, confirmations and births; inventories; letter copy books; diaries; and sermons. Section Five is composed of miscellaneous materials not related to California, including a very complete collection of Catholic Directories, 1836 to date. Section Six describes a collection of old newspapers and magazines. The Academy of American Franciscan History has rendered a distinct service to archivology in presenting such complete information regarding the Santa Barbara Mission Archives.

ROSCOE R. HILL

Washington, D. C.

Calendar of Maryland State Papers, No. 2: The Bank Stock Papers, by Morris L. Radoff. *Publications of the Hall of Records Commission No. 5.* (Annapolis. The Commission, 1947. Pp. xxxvii, 67. \$2.00.)

This is a book after the scholar's own heart. The *Calendar of the Bank Stock Papers* consists of a chronological arrangement of entries covering the period from August 11, 1780 to April 23, 1809. It is stated in the Preface covering a History of Materials that "the total number of items which appear in this calendar is 322: from the Maryland Historical Society collection, 13; from the 'Blue Books,' 227; from the Secretary of State, 82." Of the thirteen items housed in the Maryland Historical Society, the Hall of Records holds photostatic copies. Hardly less important than the *Calendar* itself is the Summary of the Bank Stock Case presenting the background of the subject. Perfecting this as a reference book are the list of the principals in the Bank Stock Case, the Finding List, and the Index. All this is the work of Morris L. Radoff, archivist of the Hall of Records. The Introduction by Bray Hammond is a valuable contribution to the volume.

The story is a fascinating one. In 1733 the Colony of Maryland authorized the issue of £90,000 in bills of credit, provided a sinking fund derived from a tax on tobacco exports to redeem this paper money, and appointed trustees to have charge of the sinking fund invested in stock of the Bank of England. After the original issue had been retired in 1764, two others were made in 1766 and 1769. When the time for redeeming the second issue arrived in 1779, the colonies were at war with England and the fund was in English hands. Unable to meet its obligations, the Maryland General Assembly passed an act providing for the redemption of the 1766 issue by the trustees in London. When the trustees did not comply, the Assembly passed the general Confiscation Act of 1781, "An Act to seize, confiscate and appropriate all British property within this State." In 1783 with the appointment of Samuel Chase as agent, the State of Maryland attempted to recover the bank stock. The trustees of the sinking fund were directed to transfer the stock to the new agent.

James Russell, a British citizen and one of the trustees, had by the Act of 1781 suffered confiscation of his property in the Nottingham Iron Works. He refused to transfer the bank stock unless the State of Maryland would compensate him for the loss of his property plus the interest due him. A dispute rose over the value of this property. Chase filed suit in Chancery Court in an effort to reach a settlement. Since by 1793 it was apparent that no decision would be made, the case entered the phase of diplomatic negotiations between the United States and Great Britain. How the settlement was reached, how the fund was transferred to the Crown, and how the Americans won a victory after thirty years of persistence are shown in the *Bank Stock Papers*. Herein is a revelation of American character. Of the many individuals concerned, Samuel Chase figures most prominently. In addition William Pinkney, successor to Chase as agent, and Benjamin Franklin, Rufus King, John Jay, James Madison, James Monroe, and Albert Gallatin played a part in this chapter of American history.

Obviously this is a book of interest to the student of monetary theories and practices. But it is more than that, for it is invaluable to the student of international relations and contemporary history. The appearance of the book is

timely. It might be worthwhile in this period of inflation to study the manner in which the fund was transferred to America without weakening or stiffening prices. It is worth noting also that the stock which had been valued at £29,000 in 1775 had grown to \$650,000 in 1805. The latter sum was returned. In the words of the Introduction, "Britain's decision was based on what she should do and not what she could do; and it will perhaps be of fresh interest in an age when the disposal of enemy property is a question of far more magnitude and moment than it was in 1805."

MARGARET PIERSON

Indiana State Library

County Government and Archives in Pennsylvania, prepared by the Pennsylvania Historical Survey, edited by Sylvester K. Stevens and Donald H. Kent. (Harrisburg, Pennsylvania. Pennsylvania Historical and Museum Commission, 1947. Pp. x, 576. Charts, appendix, and bibliography. May be purchased from State Bureau of Publications, Harrisburg; price not stated.)

The Historical Records Survey of the Work Projects Administration in Pennsylvania undertook a detailed and careful listing and analysis of all of the county records on file in the sixty-seven county courthouses of the Commonwealth. The project, inaugurated in 1936 by Dr. Luther H. Evans, now Librarian of Congress, sought to establish bibliographical controls for source materials hitherto inaccessible to most scholars. Varying degrees of progress were made in the several counties, with the result that, when the Survey came to an end in the Spring of 1943, only eight volumes had been published or were in the process of publication.¹

At this time, the State Historical Commission became custodian and executor of the numerous manuscripts and voluminous files of indexes, transcripts, and reference materials accumulated by the Survey, whose principal object had been "to prepare inventories of all extant county and municipal records and to explain how these records reflect the functions and the inter-relationship of the individual offices from their origins to the present." The Historical Commission was not in a position to publish all of the remaining county volumes to complete the series, but by publishing in this volume "the integrated results of such inventories in every county courthouse," it has rendered perhaps almost as great a service. This substantial volume is designed for use "in connection with any research involving county records" in Pennsylvania. It was completed in 1942, and includes in its ample documentation citation of all statutes and most of the pertinent court decisions down to that date, and some of the more important changes in legislation that have occurred since.

The digest begins with a ninety-five page essay on the general governmental organization of the county, with a series of six charts showing

¹ The list of counties for which completed Survey volumes were published, as listed in the *Bibliography of Pennsylvania Government*, follows: Delaware, Erie, Fayette, Forest, Greene, Lancaster, Luzerne, and Wayne. Several additional volumes were published at a later date.

graphically the structural and functional evolution of the various county offices. Chapter II discusses the board of county commissioners in fifty-two pages. Then follow forty-one individual essays dealing with each county office or agency, presenting a detailed analysis of its development and operation, and with a particular reference to its records. An annotated list of the records which may be found in its files follows each office essay. "The amount of this information for each office was limited by practical considerations, since the archival practices present an almost endless maze of variations from county to county."

The Appendix contains a six-page bibliography in which the entries are classified as primary or secondary sources together with information on the following matters: (1) date of the establishment of the several counties and an indication of the areas out of which they were created; (2) judicial districts of the state, showing with dates, the counties of which they are or have been composed; (3) some general information about each county, its population, land area, county seat, and classification; and (4) a brief discussion of the Board of Assessment and Revision of Taxes established in 1943 for all counties from the fourth to eighth classes.

The task of preparing such a survey as this is a difficult and formidable one. It has been well done, the resulting volume constituting a valuable addition to the literature of the field.

W. BROOKE GRAVES

Library of Congress

Der Archivar: Mitteilungsblatt für deutsches Archivwesen. Volume I, No. 1, August 1947, Pp. 1-46 (Verein Deutscher Archivare.)

No one who knows the mushroom-like quality of scores of new periodicals which have appeared in Germany since the Occupation, in spite of scarcity of paper and requirements of licensing, is particularly surprised to meet another Volume I, Number 1. However, the reviewer has been awaiting with considerable interest the birth of this particular venture because he made its acquaintance within a few weeks of committing himself to an expression of the need for such a medium in the U. S. Zone just one year ago.

The potential significance of this new periodical in a war-disrupted profession is so great that an extract from the statement of purpose is in order:

The *Mitteilungsblatt für deutsches Archivwesen*, as an organ of all German archives, is intended to continue and expand upon the *Mitteilungsblatt* which was published from 1936 to 1945 by the Prussian archival administration for the announcement of matters concerning the archival service. It will serve the interest of archives of all types; namely, state, municipal, ecclesiastical, business, and private in all the German Lander. Its purpose is to create a liaison between the German archives, a matter which is especially to be desired at this time. At the same time it is to be a bond between the archivist and the local guardian of the records [Archivpfleger]. And finally it is its endeavor to be a medium for aid to all German scholarship.

Approximately one fourth of this first number is devoted to a detailed summary of the significant meetings of professional archivists in the western Zones; namely, the meetings in June and December 1946 in the British Zone;

the meetings of Hessian archivists in October and December 1946; the meeting of archivists of southwestern Germany in October 1946 in the French Zone; the general meeting of archivists in the American Zone, to which those from other zones were invited, in April 1947. The pattern of discussion in all archival and library meetings whose minutes the reviewer has been able to examine is basically the same: reconstruction and rehabilitation, personnel, administrative matters, and future plans. The meetings reveal a good deal of thinking on the basic problems, but they do not show the despondency and frustration which exists in fact. The obstacles which confront even energetic and healthy individuals are very real; the problems which face those less fortunate appear insurmountable. This means that the execution of forward-looking ideas is necessarily slow, and that coverage in any plan is likely to be scattered. However, these meetings have resulted in the stimulus that comes from renewed professional contacts, the creation of a Bi-Zonal Committee of Archivists, the creation of the Union of German Archivists, and the active plans for a Bi-Zonal Archival School at Marburg whose opening is now set for the Spring of 1948.

A little more than half of the number is devoted to a report on the current status of twelve state archives, thirty-three municipal, eleven church, and thirteen business archives in the British Zone of Occupation. Inasmuch as each reports gives (1) condition of the building, (2) losses to collections and finding aids, (3) collections still in repositories, (4) availability to users, (5) personnel matters, (6) administrative hierarchy, (7) technical equipment, and (8) present address, the value of this assembled information speaks for itself. According to plan, the other zones will be covered in similar manner in later numbers. Whether the material thus presented will be analyzed, the essential conclusions drawn, and comparative studies of other articles be made is not known, but it would be very desirable.

The remaining space is given over to minor items, all of which are illustrative of the kind of purpose which this new periodical can serve. For example, there is a brief announcement of the order of the Minister President of Land Niedersachsen establishing 1918 as the limit year for normal research, on the recommendation of the Advisory Committee on Archival Science in the British Zone; a notice of some volumes lost in repository and/or transit with request for search and information; notice of revival of the exchange of duplicates among former Prussian archives; notice of survival and revival of an historical collection of papers and water-marks in Mainz; the constitution of the Verein Deutscher Archivare, with the names of the provisional board of directors; and a list of archivists deceased during the war years. There is also a brief notice of the establishment of a central card file of unemployed archivists of all grades. The plan is an excellent progressive one; unfortunately its practical use to date is lessened by the fact that many registrants are unemployed—and unemployable—for political reasons. There is likewise a brief notice of the simple method—water bath, heat and air drying—used in the Düsseldorf State Archive to remove impregnation and encrustation of salt on documents stored overly long in salt mines during the war.

The appearance of the new periodical is good. In format it measures about 8" x 12" and is printed with two columns to a page, each column numbered. The editorial office is the State Archive of Düsseldorf, whose director is Dr. Bernard Vollmer. The printer is Ed. Lintz K.-G., Düsseldorf and the price is given at 1,50 RM per number.

LESTER K. BORN

U. S. Army of Occupation, Germany

A Guide to Documents in the National Archives: for Negro Studies, compiled by Paul Lewinson for the Committee on Negro Studies of the American Council of Learned Societies. Publication No. 1. (Washington. The Council 1947. Pp. x, 28. \$0.50.)

This guide is not only a definite contribution to bibliographical materials in American history in general and the history of the Negro in particular, but it is a unique and special type aid in that it is a guide to documents in the chief records depository of the Federal Government. As such it suggests a control over record material that reveals the relationship between the Negro and the Federal Government and which in their totality reflect the history of the Negro from the national point of view.

Preceded by an introduction, the guide is divided into the following eight parts: A, to 1861—Slavery, the Slave Trade, Abolition and Emancipation, Colonization; B, 1861-1900—the Civil War, Emancipation, Reconstruction, Problems of Freedom; C, 1900-1917—the Pre-War Period: Social, Political and Economic Problems; D, 1917-1918—World War I and Reconstruction; E, 1919-1940—the Post-War Period and the New Deal; F, 1941 to date—World War II; G, General Statistical Treatments, Biographical Sources, and Basic Legal Compilations; H, Special Types of Records—Photographs, Motion Pictures, Sound Recordings, and Maps. In each part entries are made by record groups in the National Archives. This record group caption is followed by a brief description sometimes with an example or illustrative statement of records of the group pertaining to the Negro. The guide cites some seventy (74) record groups many of course more than once and in so doing calls attention to materials in the National Archives on the Negro little known if not entirely unknown by the public in general. This, along with the arrangement, alone commends the work.

According to the *Twelfth Annual Report of the Archivist of the United States, 1945-1946*, however, 236 record groups are listed (pp. 66-70) as comprising the record holdings of the National Archives by record groups as of October 31, 1946. Obviously more than a third of the total number of record groups contain material pertaining to the Negro. Although Mr. Lewinson cautions in the introduction that the guide is not exhaustive and that it is a compilation of information furnished at his request by fellow archivists, nevertheless, the guide suffers from not being as complete as possible. For example omissions from one branch of War Records Office include: R.G. 92, Records of the Office of the Quartermaster General, 1800-1940; R.G. 163, Records of the Selective Service System, 1917-1919; R.G. 159, Records of the Office of the Inspector General, 1814-1920; and R.G., 192, Records of the Office of the Commissary-General of Subsistence, 1818-1912.

Despite these shortcomings, the study is timely, highly suggestive, and most appropriate as an indispensable tool for the further work of the Committee and for interested students.

ROLAND C. MCCONNELL

Morgan State College

Hubert Howe Bancroft, Historian of the West, by John Walton Caughey. (Berkeley and Los Angeles. University of California Press, 1946. Pp. xiii, 422. \$5.00.)

"Books," writes Professor Caughey, "are the symbol of Hubert Howe Bancroft's career." First as apprentice in his brother-in-law's book shop in Buffalo, then as salesman in California immediately following the gold rush, afterward as book-seller and millionaire publisher in San Francisco, later as collector of the most diversified and best integrated library relating to the history of western North America from Panama to Alaska, and finally as general author of the stupendous thirty-nine volume set of Bancroft's *Works* chronicling the human history of one-twelfth of the land surface of the earth, Hubert Howe Bancroft is only now beginning to receive the recognition that is his due.

The reasons for this neglect are not far to seek. His lack of professional training, his failure to give adequate acknowledgment to the able assistants without whose cooperation he could not have achieved his goal (Bancroft himself wrote less than one-third of the volumes bearing his name), the unscrupulous sales methods employed by some of his agents, and finally misunderstandings arising out of the terms under which he was given access to essential materials, combined to make him one of the most furiously hated men in the West. Indeed, it is safe to say that only now, fifty-six years after the appearance of the last volume of Bancroft's *Works* and twenty-eight years after Bancroft's death, could so impartial, so balanced, and so readable an appraisal as that of Professor Caughey have been written.

Yet the fact remains that the West owes Hubert Howe Bancroft a debt which it can never repay, and it is a tribute to his keen appreciation of his own contribution that he should have written: "There is no other state or country whose historic data have been so thoroughly collected at so early a period of its existence, especially none whose existence has been so varied and eventful, and its records so complicated and perishable." It is true, as Professor Caughey has pointed out, that Bancroft's failure to realize the value to his subject of the archival materials in the United States, Spain, Mexico, England, Canada, France, and Russia constituted the blind spot in his eye, and it is natural that these should have been the sources tapped by his successors. But it is equally true that, though much new information has been brought to light and many of his interpretations modified in detail, Bancroft's broad conclusions remain valid to this day.

Though Professor Caughey's enthusiasm for the hero of his tale is obvious, it is, nevertheless, possible to agree with him on all his major judgments. Only in the last chapter, which he entitles "Epilogue: The Bancroft Library," does he allow his enthusiasm to warp his critical judgment. For it is unpleasant to point out, apart from physical destruction or dispersal of a well-integrated, priceless collection, the greatest calamity that could have befallen

the Bancroft Library was its acquisition by the University of California. Not only has the University been niggardly in its support of the Library, with the result that no really significant accessions have been made in the last forty years, but it also has entrusted the direction to professors with full teaching loads who have been unable or unwilling to devote the time and energy necessary to administer such a collection. Such small sums of money as have been available have been ill-spent on worthless transcripts, on books relating to subjects outside the sphere of the collection (such as South America and French Canada), or on photostats of records relating only to the American Southwest and Mexico. Nothing has been done to build the manuscript materials relating to the history of the Great Basin and Pacific Northwest areas or of the post-Spanish period of California history. No publications have been issued since the Academy of Pacific Coast History foundered on the rocks of personal rivalries and jealousies. No catalog has been prepared of the manuscript holdings of the Library, with the result that not even the custodians are aware of the full resources of the collection. The technical revolution of the 1930's in the field of microphotography has left the Bancroft Library untouched. In short, virtually the only use which has been made of the Library has been that of providing the raw material for nearly a thousand M.A. and Ph.D. theses—most of which, fortunately for the reputations of their authors and of the instructors under whose direction they were written, remain unpublished.

In view of these facts, it is difficult to concur in Professor Caughey's opinion that the University of California has been a "good steward." But if his admirable book serves to awaken public and scholarly interest in a priceless collection of Americana and causes the University administration to make it accessible in accordance with modern techniques, it will have served a thousand useful purposes.

CHARLES L. STEWART

National Archives

The Northern Goldfields Diaries of Thomas Baines: First January, 1869-1872, edited by J. P. R. Wallis. Government Archives of Southern Rhodesia Oppenheimer Series Number Three. (London, Chatto & Windus, 1946. Three volumes. £4: 10: 0 net per set. Vol. I, pp. vii-xxxviii, 1-227; Vol. II, pp. vii-viii, 279-598; Vol. III, pp. v-viii, 599-855.)

These superbly-bound, copiously-illustrated volumes are interesting to the archivist primarily because they suggest a different approach to the archival function than that which prevails in this country. Here the tendency of archivists is to concentrate on the preparation of various types of finding aids with a view to facilitate use of the records. The Southern Rhodesia Archives makes part of its holdings available through this publication and others, edited by a member of the staff. Nor does it restrict itself to manuscripts in the Archives. The text of the first Baines diary was compiled from imperfect sets in three depositories: (1) the Southern Rhodesia Archives, (2) the library of Sir Ernest Oppenheimer, and (3) the library of the Royal Geographical Society. As for the text of the second diary, it was compiled wholly from the copy in the Oppenheimer library.

Should then the archivist regard the editing and publishing of selected documents as part of his duties? Or should he confine himself to the preparation of finding aids? Should he write history based on records in his custody? French and German archivists used to write such history. The answers to these questions would seem to depend on the situation in a particular archival establishment. Wise is the establishment that makes full use of the varied talents of its staff members.

CARL L. LOKKE

National Archives

Notes for the Guidance of Record Publications, by the Publications Section Committee, British Records Association. (London. The Association, 1946. Pp. 20.)

Here is a miscellany of about 75 handy household hints for editors of documentary texts, issued primarily for the use of the many "text societies" and local historical societies that publish medieval and early modern manuscripts in England. The manual includes suggestions as to the functions of the editor; the selection of the manuscripts; the transcribing, translation, textual criticism, and indexing of the text; the preparation of the introduction and table of contents; and the production of the finished publication. Some of the rules are perhaps applicable to "record publication" in general (as the very broad title suggests), notably some of the advice on editorial responsibility, textual criticism, and typography; but for the most part the emphasis and point of view is medieval. Thus, for example, in comparing textual reproductions and calendars, the committee advises (p.4), "as a rough and ready guide . . . everything before 1272 [should] be printed in the full original text. Obviously this cannot be regarded as a rigid dividing line, since many [!] types were evolved after that date." Furthermore, the advice on printing techniques is confined to monotype printing; nothing is said about edited microfilms, edited photostats, and photo-lithographic printing of edited texts or calendars—a body of proved technology that ought to have some appeal for the British (as it does for American editors), especially in these times of austerity and economy. The several suggestions that place names and even personal names should be "corrected" and displaced by their modern forms (pp. 9, 12, 13) are questionable, unless only emendations and cross references are meant. And the bibliography (pp. 18-19), which is limited to British-published titles, might have been made more cosmopolitan by the inclusion of some of the more outstanding American and other foreign manuals on the editing of historical manuscripts.

MARTIN P. CLAUSSEN

Franklin D. Roosevelt Library

State of New York. Report of the Temporary State Commission on Coordination of State Activities. Interim Report, March 6, 1947. Legislative Document No. 54 (Albany, N.Y. Williams Press, 1947 Pp. 77. Illustrations.)

The State of New York, through various commissions, has been studying its government intensely for a number of years. This particular report which

is chiefly concerned with the preservation and disposal of records of state agencies in New York, is one of the resulting series of factual reports. The Commission states that while it is advisable to issue reports on all of the studies now under way, "the chaotic and dangerous conditions under which large quantities of state records are presently housed are matters of immediate concern. . . ." The report fully substantiates this statement.

The purpose of this report is the presentation to members of the New York Legislature and the Governor a factual analysis of present methods of preserving governmental records, both state and local, in New York. It sketches the historical development of record administration and the various laws enacted in the past which now prevent a uniformly coordinated policy of record preservation or disposal. This publication exemplifies a good method of presenting the case for a proper law governing the disposal of useless records as well as for the preservation of those documents which possess permanent administrative, legal, research or historical value. It estimates the cost both in terms of space occupied and personnel required, for housing non-current and inactive records. The chaotic conditions in which records are stored, frequently making it impossible to procure them when needed, are presented in a series of photographs of various undesirable storage vaults now used in Albany.

An analysis and discussion of the administrative position in governmental organization and method of operation of the National Archives and the Illinois Archives, two outstanding organizations concerned with governmental records, make a valuable contribution to the report.

Not all archivists will agree that the proposed Records Administration Act, submitted as an Appendix to the report, is ideal, but all most certainly will agree that the recommendation of the Committee, if put into effect, will provide an orderly and systematic method for the preservation and disposal of New York State records.

While the report devotes a section of local governmental record supervision and preservation, this aspect of the subject is not accorded the importance in the report that is devoted to state records. In many cases local documents are as important as state documents, and in most local jurisdictions the manner of their preservation and disposal is even more confused than at the state level. This unorganized condition is due to the extreme cost and difficulty of central supervision of a system of many small local governments a system which in its very nature makes dispersion of records inevitable. The reviewer is not familiar with procedures in New York State, but the importance of a central repository for local records would appear to warrant a definite recommendation to this effect rather than mere referral of this problem to the New York Commission on Uniform County Law.

LOUIS C. DORWEILER, JR.

Minnesota Legislative Research Committee

Subject Guide to United States Government Publications, by Herbert S. Hirshberg and Carl H. Melinat. (Chicago Ill. American Library Association, 1947. Pp. vii, 228. \$5.00.)

In the words of the authors, "This book is designed to provide a starting-

point for finding . . . significant United States Government publications for reference or informational use." It presents a well-annotated list of useful Government publications, most of which were published during the past twenty years, selected with emphasis on the handbooks, dictionaries, serials, and bibliographies believed to be most generally useful in libraries.

The arrangement of the *Guide* is by small subject only. Subject headings have been chosen from the standard books and from periodical indexes with a view to convenience, consistency, and timeliness. Under each subject heading, entries are arranged alphabetically by title, followed by date, number of pages, name of issuing body, series note, and Documents Office classification number or Congressional series number.

The *Subject Guide*, for the first time in any reference tool, brings together and supplies a direct informational approach to a considerable amount of valuable and too little known material which has been published by the Government Printing Office over a span of years. The use of small subject headings and the inclusion of many cross references help to make it a most useful ready-reference book, even to a person unfamiliar with Government publications. As a buying guide and for checking standard and popular holdings in the various subject fields, the *Subject Guide* will prove itself a major assistant, particularly to non-depository collections where the contact with the Superintendent of Documents' indexes and lists of bureau publications has been slight. Many of the entries suggest the possibility that similar material may have been issued by the same agency and the use of the book may be simplified by consulting the bibliographies listed under the various subjects.

Although the *Subject Guide* is necessarily a selected list of Government publications, the inclusion of items issued in the past three or four years does not seem as complete as the September 1946 deadline specified in the preface might indicate. To cite a few omissions: the War Department's series, *American Forces in Action*, and the eight-volume set, *Nazi Conspiracy and Aggression*, issued by the U.S. Counsel for the Prosecution of Axis Criminality, are not found listed, and in the popular *Establishing and Operating* . . . series of the Foreign and Domestic Commerce Bureau only two or three titles appear to have been entered.

To maintain its full value, such a subject list of Government publications needs to be frequently supplemented and it is hoped that Hirshberg and Melinat will issue later editions to keep this most useful reference tool up to date.

ELIZABETH WELLSHEAR

Public Library of the District of Columbia

The United States at War. Development and Administration of the War Program by the Federal Government. Prepared under the auspices of the Committee of Records of War Administration by the War Records Section, Bureau of the Budget. (Washington. U.S. Government Printing Office, 1947. Pp. xv, 555. \$1.00.)

Not perfect nor beyond criticism but yet invaluable to students of administration, of history, and of affairs is this overall, cautiously candid sur-

vey of the *United States at War*. An unprepared, peace-loving and isolationist democracy was forced to make ready for and conduct a total war on all the continents and seas against a spreading totalitarian Axis dominated by one dictator or a few autocrats to a land. Democracy succeeded. It mobilized all its resources. It fought and it won. Its enemy was overcome. Its critics were astounded. Representative, constitutional democracy was on the rise, not in decline. This is the story of the volume—the mobilization of America for victory.

This account of defense and war mobilization is more critical than most Government publications, and it thus serves better the purpose of its compilation and meets more fully than some official studies, the late President's directive for detached histories of the war in progress. Possibly modifying words are too frequent. Big names are not depreciated. There is more sympathy for career men than for dollar-executives with the "know-how." There is an undercover of criticism of the War and Navy people who after all had to win the war. Wars are caused by the failure of diplomats and not by the mistakes of soldiers. There are some handy generalizations and some over simplification in handling slips in the draft as well as in the full utilization of labor in factory and in field. There were class suspicions, geographical jealousies, racial discriminations, fears on the part of organized labor, dread of conversion by management, anxiety about reconversion on the part of capital, hostilities between war agencies, hoarding of men on cost-plus jobs, and creating armed services beyond the industrial and agricultural economy. All of this was natural, some of it necessary. In the good fight in which all concerned had the same objective, there was some internecine fighting en route between interested and self-interested groups and individuals.

The processes of our mobilized democracy offer an instructive study in governmental administration and set forth lessons, drawn from failures and successes, for future administrators who may be forced to meet war or world-wide depression. In either case the enemy will be vicious and give little warning for tardy defensive muddling. There will be no cushioning through British armor or gold as in the past. To teach these lessons authoritatively, war studies should be written frankly and courageously. Mistakes should be stressed. Weaknesses should be noted. Personalities were as detrimental as politics. There were controversial issues and strained situations. Top administration is plausibly handled. Even planners and professors err. Citations should be more generous and to more varied printed sources. The trained authors of the chapters raised their sights high and did a rather model job of critical and balanced reporting and of "capturing, recording, and analyzing the nation's experience in the administrations of its war effort." This instructive work was done under expert direction and intelligent inhibitions. It is presented in an attractive, readable literary form by a highly competent editor.

Four chapters consider the failure of our neutrality in an unrighteous world of aggressors, the impossibility of maintaining peace, the breaking out of war, the Nazi menace, mobilizing the United States for defense, aid for the Allies, the peacetime draft, Lend-Lease, the NDAC, the absorption of

the unemployed into production, the various defense agencies, and our entrance into the conflict which had become a war of survival. Came Pearl Harbor and America was awakened even as Britain was at Dunkirk. The administrative, economic, and political strands of this complicated development are woven together into an understandable whole with a minimum of editorializing.

Part II conducts the defensive war: accelerated production under the WPB, replacing the OPM; conversion and retooling of plants, building facilities, procurement for the armed services and Lend-Lease; priorities, allocations, and limitations; price controls and ceilings; reduction of civilian production; and contracts. A chapter summarizes the transportation problems: building and expanding the navy and shipbuilding yards; ship construction to provide cargo space and beat the submarine menace; railroad transportation; and curtailment of civilian travel. Another chapter recounts, carefully, the general labor and manpower problems, the desire for a labor draft, political impacts, the creation of the WMC, and the efforts of old and new agencies to obtain workers and to keep labor satisfied despite wage ceilings and the inflating cost of living. Brevity enabled the writer to bypass pitfalls such as the conflict and confusion between the WMC and the WPB. Another chapter deals with the OWI which was an improvement on Mr. Creel's propaganda bureau of World War I. As the various departments and agencies issued press releases, the OWI had difficulty in its coordinating activities. The fight against inflation was valiant but hardly successful as industry boomed, unemployment disappeared, and money circulated in wartime extravagance. Stabilization acts and the seven-point anti-inflation plan are noted.

Total war came toward the end of 1942 and throughout 1943 when the hump was passed. Big businessmen were drafted. Social reform became less important than winning the war. War agencies were streamlined, decentralized, and fortified by the appointment of commodity czars and granting of a freer hand to the heavy industry divisions within the WPB. There is something written of the efforts to coordinate the war agencies and a good deal of material on the inter-gearing of British-American war production to force the war and push Lend-Lease to the Red forces. The international war agencies were becoming infinitely more important. No longer was the problem how to treat labor but how to obtain labor and especially semi-skilled and unskilled labor. Manpower became the bottleneck as much as tools and parts in agriculture, lumber, ballbearings, castings, coal, and metals. The last two chapters deal with plans for peace, demobilization, reconversion, lifting controls, and a thoughtful attempt to summarize the whole war effort.

The appendix lists 150 war agencies of the Executive Branch of the Federal Government which had a longer or shorter existence. Yet the war was won. Their very number indicates the need of a centralized defense and planned coordination and mobilization of all resources in men and money as a security against war or, if need be, a guarantee for victory.

RICHARD J. PURCELL

The Catholic University of America

News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

THE NATIONAL ARCHIVES

The National Archives has recently received several important bodies of records from the Treasury Department. Among them are additional parts of the Secretary's files, 1789-1915, case files of the Customs Division of the Secretary's Office, 1908-26, and records, 1789-1899, from nine customhouses in the United States and the Virgin Islands. Most of the customhouse records came from Philadelphia and San Francisco. Those from the Virgin Islands, which are chiefly of the Danish period, came from Charlotte Amalie; they supplement other records of the Danish administration of the Islands previously received.

The steady flow into the National Archives of records of World War II agencies is unabated. Substantial additions to the files of such administrative agencies as the Foreign Economic Administration and the Office of Price Administration have been received. Records of the German-American Bund and the law firm of Hutz and Joslin, agents for the I. G. Farben Industries, are among the records of a number of organizations and companies seized by the Office of Alien Property and transferred to the National Archives. Recordings of speeches of Axis leaders and other propaganda material, 1939-45, seized by American Forces in the European Theater of Operations have been received from the War Department.

Seymour Pomrenze, a member of the staff of the National Archives, has recently returned from a mission to Europe and the Middle East for the Library of Congress and the Archives. While abroad Mr. Pomrenze surveyed the records of United States Government agencies in London and Cairo, assembled information about enemy records in American possession, and arranged for shipment to the United States of books and other library materials belonging to a member of the Cooperative Acquisitions Project of the Library of Congress.

Archivists from other countries continue to come to the National Archives for technical training. Dr. Purnendu Basu, Assistant Director of the National Archives of India at New Delhi, is the second member of the staff of that institution to be sent by his Government to study at the Archives in Washington. Two Latin American archivists, sponsored by the Interdepartmental Committee on Scientific and Cultural Cooperation, have also recently begun a six-months' period of training at the National Archives. They are Luis Gonzalo Patrizi of the National Archives of Venezuela and J. Atilio Giacosa Bertoli of Uruguay, who will join the staff of the National Historical Museum upon his return to Montevideo.

Nearly a third of the historic documents on the Freedom Train, which

started from Philadelphia on September 16 on a nation-wide, year-long tour, are from the National Archives. Among them are the Bill of Rights, the Treaty of Paris of 1783, the Emancipation Proclamation, the Nineteenth Amendment, and some World War II surrender papers. The entire exhibit was assembled and installed under the direction of the National Archives.

LIBRARY OF CONGRESS

The Motion Picture Project of the Library of Congress, which had been supported by special appropriations for the past two fiscal years, was liquidated following the passage of the Legislative Establishment Appropriation Act of 1948. The act provided that the cataloging, servicing, and distribution of film, and the preparation of bibliographies and directories, all activities of the Project, must cease. The registration and accessory cataloging of motion picture film deposited for copyright, activities concerned with the preservation of film now in storage and the limited number of additional films to be selected from copyright deposits, the granting of essential access to stored film, and the return of film to reclaiming Federal agencies, have necessarily continued.

The report on the appropriation by the House Appropriations Committee indicated that, before another budget is presented, the overall motion picture problem should be "restudied with a view to (1) determining the extent to which it is practicable for the Government to carry on this kind of activity, and (2) whether the Library of Congress is the logical agency" to administer it. The language of the appropriation act, furthermore authorizes the Library to undertake storage of the film now in its possession (amounting to some 65,000 reels) "pending disposition." The Library, therefore, is seeking legislation authorizing it to develop and service a national motion picture film collection; consideration of such legislation should provide the occasion for a study of the whole problem.

On August 18 the Librarian of Congress announced the appointment of Oliver W. Holmes of the staff of the National Archives as fellow of the Library of Congress in Archival Science. In this capacity he serves as the Library's recommending officer for the acquisition of material in this field.

Among recent accessions to the Division of Manuscripts the following may be noted: original resolutions of George Washington and other commissioned officers of the First Virginia Regiment, drawn up in a meeting at Fredericksburg, Virginia, November 23, 1772; eighteen letters and memoranda of Benjamin Franklin of Dr. Jan Ingenhousz and others, dealing for the most part with scientific subjects, 1775-1788; autograph draft of the annual report of the Potomac Company, written by George Washington as the Company's president [August, 1788]; nine boxes of papers of John Bassett Moore relating principally to William Learned Marcy, including copies of letters, diaries and documents of Marcy, and approximately one hundred letters to Judge Moore in regard to Marcy, ca. 1820 to 1901; fragmentary handwritten "Account of Mails Received at the Post Office" mainly from offices in Ohio, 1840 to 1841; a large collection of the papers of Raymond Clapper; teletype sheets containing messages relating to the death of Franklin D. Roosevelt, April 12 to April 20, 1945; and typescript

copy, with handwritten corrections, of an address by Thomas Mann, on "Nietsche in the Light of Contemporary Events," delivered at the Library of Congress, April 29, 1947.

OFFICE METHODS BRANCH, NAVY DEPARTMENT

In the last three months the records in the custody of the five Naval Records Management Centers leaped from approximately 400,000 cubic feet to over 650,000 cubic feet. This is largely due to the development of six Navy-wide special collections. These collections, or records groups, are "Flag" files of the U.S. Fleet, contracts, engineering drawings, Naval veterans' medical and service jackets, and personnel folders of former Naval civilian employees. These records, at the close of the World War II, were widely scattered, literally over the globe. Their concentration into one locale, a process of some magnitude, has been filled with problems for the Navy archivists. The "Flag" files are records of the higher commands of the Fleet and are probably destined for the National Archives. Mr. Lewis J. Darter of Office Methods Branch wrote a brief survey of the factors involved in centralizing all civilian personnel folders of former Navy Department employees, a copy of which was sent the Commanding Officers of the some 800 Naval offices presently in existence.

During the past three months instructions for the disposition of records at Naval Shipyards were prepared, thus furnishing instructions on when and how to dispose of records of the one major type of Naval activity not previously provided for. Records disposal instructions or schedules have now been prepared for all Naval activities. These instructions provide for the disposal of 98% of all Naval records after a specified period of time by the destruction of temporary records no longer needed, by the transfer to a Naval Records Management Center of semi-active records, and by the transfer to the National Archives of permanently valuable records. For the most part no records are maintained by individual activities beyond a five year period.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The IRAC began its first season under its new constitution on October 10, 1947. The subject presented at this meeting was "How a Records Management Program was Born and Developed." Conference chairman Jack Britt, Records Management Officer of the Federal Security Agency, doubled as presiding officer and as one of the speakers. Sharing the platform with him was his colleague, R. B. McNair, who heads up the records program of the Public Health Service, one of the constituent agencies of the Federal Security Agency.

The November meeting was devoted to a discussion of "How to Make a Records Survey." Prominent figures on this panel were L. E. Donaldson and Mrs. Dorothy Luttrell of the Department of Agriculture. At the time these notes went to press the December meeting was still in the planning stage, but it was expected that the Conference would consider the application,

use and disposition of punch cards. M. S. Bailey of the Patent Office's Classification staff was to be one of the speakers.

Increased work loads in all Federal agencies, coupled with staff reductions, have prevented the continuance of the IRAC Round Table series.

Processed transcriptions of the remarks made at the previous general meetings are available for distribution. Copies may be obtained by writing to the Conference Secretary, Joseph F. Vaughan, National Archives, Washington 25, D.C.

INTERNATIONAL ORGANIZATIONS

Food and Agriculture Organization

Cathryn A. R. Davis, Glenda R. Crevenna, and Mabel M. Lee have been appointed to the staff of the FAO Registry. Mrs. Davis, a graduate of George Washington University, was formerly an archivist in the Natural Resources Records Office of the National Archives. A graduate of the University of New Mexico, Mrs. Crevenna came to FAO from the Hispanic Division of the Library of Congress, and Mrs. Lee, trained at Simmons College and George Washington University was employed at the Chinese Embassy and the Orientalia Division of the Library of Congress.

United Nations Relief and Rehabilitation Administration

Early in April Arthur H. Leavitt went to UNRRA on loan from the National Archives to work out a program for the assembling and organization of UNRRA records with a view to their eventual transfer to the United Nations. This includes records now at UNRRA Headquarters in Washington and also those in Europe, the Far East, and elsewhere. In connection with this work he spent six weeks in Europe in June and July to acquaint himself with UNRRA records there. Most of this time was spent in the European Regional Office in London, but a further inspection trip took him to the Displaced Persons Headquarters in Paris and to the UNRRA Missions in Rome and Athens.

FOREIGN NEWS

Australia

All the documents stored in the country for precautionary reasons have been returned to the Archives Department of the South Australia Libraries Board undamaged and complete. With a collection now comprising 356,350 documents, 20,015 "views," and 1,668 maps, space continues to be a problem. Additional stacks are needed for the storage of official documents available for transfer from certain Government departments, for the housing of selected South Australian newspapers and official printed records, and for normal expansion.

Canada

After the end of hostilities in 1945, it was arranged, with a view to making the speediest possible progress with the official history of the Canadian Army

to keep a small group of officers of the Historical Section of the General Staff at work in London, England, and to retain there temporarily for their use a proportion of the records of the Canadian Army Overseas. Work on the history has now progressed to the point where the detachment in London can be withdrawn and the remaining records brought back to Ottawa. This was done at the end of September.

As there are still many matters on which contact with British historians and consultation of British records are vital, one officer of the Historical Section is being stationed in London for liaison duties and to write special studies on the basis of records available there. From the conclusion of the fighting in Europe to July 31, 1947, 506 packing cases and 208 parcels of historical records reached the Historical Section of the Army from overseas. The movement still continues. The number of monthly unit war diaries of the War of 1939-45 in the hands of the Section is approximately 132,000.

Of the professional historians who have taken part in the work of the Naval Historical Section, Dr. Donald Kerr has gone to Mt. Allison University as head of the History Department. Mr. Arthur Pidgeon is now liaison officer, CBC International Service Ottawa, and is submitting the work that he did in the Section to Oxford University as a doctoral dissertation. Mr. Jack Richardson has returned to the Public Archives where he is chief of the Map Division and he is offering the results of his research in naval operations as a master's dissertation at McGill. Mr. David Spring and Mr. Maurice Careless are members of the History Department at the University of Toronto. Dr. Gilbert Tucker expects to complete the work of the Section by next Spring. Vol. 3 of the official naval history will be devoted to operations and operational policy in the recent war. Like the first two volumes this one was envisaged as a definitive historical work. To complete it in that way however would take about two years more chiefly because the German naval records are only now available for use. It has accordingly been decided for the sake of economy to publish the third volume as a popular account. This will be based on semi-final drafts which were prepared by the Naval Historical Section for the larger work, but it will be written by a professional writer engaged for the purpose, and it should be completed in about a year's time.

The Historical Section of the Royal Canadian Air Force has published through the Oxford University Press three volumes of preliminary narratives. An official history will not be produced. The overseas branch of the Historical Section has stopped work; the personnel have been repatriated and the records shipped to Canada. Several hundred cases of historical documents were received. The records were sorted and classified in the Historical Section at Ottawa as fully as possible in the time that remained before the personnel were released at the end of September.

J. A. Jackson has been appointed part time archivist in the Provincial Library of Manitoba and will begin cataloging the manuscripts in the library which include the Riel Papers, the papers of Thomas Greenway, Premier of Manitoba, 1888-89, the official papers of the Lieutenant-governors and many other items.

J. O. Woodhouse of the City Hall, Toronto, has been appointed Secretary Archivist. His duties will include the preservation of the municipal records and directing visitors to the city's historic sites.

The Institute of History and Geography recently created at Laval University, Quebec, will help to bring forward the value of the University's archives. These, including the archives of the mother institution, the old Seminary of Quebec (1663), are estimated to be the wealthiest in Canada in original documents of the French regime. They also contain items of interest for later periods, for the American Revolution, and for North American history at large. The *Revue de l'Université Laval* gives some pages each month to the archives department for publication of documents. Those pertaining to the Fort Stannix Expedition (1777) and a long "Memorandum and notes of transactions with Indians . . . 1775" have been printed in previous years, and a large collection called "The Arnold Papers" is on the schedule for the current year.

Union of South Africa

The Library of Rhodes University College, Grahamstown, Cape Province, Union of South Africa, has announced the publication of *An Index to authors of privately-owned, unofficial manuscripts relating to the history of South Africa, 1812-1920*. Compiled under a grant from the Leverhulme Research Fellowships, it indicates the value of unofficial documents, particularly family papers, as original sources of information for South African history. The first of four parts is a list of documents arranged in alphabetical order by the name of the signatory, the second, transcriptions, summaries or extracts or documents, the third, biographical notes on the signatories and people mentioned in the texts of Part 2, the fourth, a chronological table of the documents, and an appendix, a summary of documents originating outside South Africa.

TRAINING OF ARCHIVISTS

A third intensive training program in the Preservation and Administration of Archives for custodians of public, institutional, and business archives was offered by The American University in Washington, District of Columbia, from July twenty-eighth to August twenty-third, nineteen hundred and forty-seven. The four-weeks program included lectures on the most important phases of work with archives and manuscripts and practical training in the National Archives and the Maryland Hall of Records, which agencies granted the privilege of interns to students enrolled in the program. Two members of the class who were mainly interested in problems of current record administration completed internship projects in the Office of the Record Officer, Bureau of the Budget, Executive Office of the President.

Ernst Posner, Professor of History and Archives Administration, The American University; Oliver W. Holmes, Program Adviser to the Archivist of the United States; Morris L. Radoff, Archivist, Maryland Hall of Records; Helen L. Chatfield, Record Officer, Bureau of the Budget, Executive Office

of the President; Lester L. Cappon, Archivist, Colonial Williamsburg; and members of the staffs of the two cooperating agencies served as instructors and as supervisors during the training periods. Students who completed the entire program were issued diplomas signed by the President of The American University, the Dean of its Graduate Division, and the heads of the two cooperating archival agencies.

A fourth training program is tentatively scheduled for the period, July nineteenth, through August fourteenth, nineteen hundred and forty-eight.

The School of Librarianship at University College, London, England, inaugurated a new course in Archives in the fall of 1947. Hilary Jenkinson, who was largely responsible for the establishment of the course, and Irene Churchill are retiring as Honorary Secretaries of the British Records Association, and to commemorate their fifteen years of service to that body, the Association is endowing an annual prize to be won by a student in the new course.

ALABAMA

The Alabama State Department of Archives and History has recently installed a photographic laboratory with both microfilm and photostat apparatus. Mr. Charles L. Perry, who has been engaged as operator, was employed for ten years in the same capacity at the National Archives and for the past year has been at Maxwell Field, Montgomery, in charge of the same type of work.

ARIZONA

The Arizona Department of Library and Archives has installed complete microfilming equipment, and a project for filming state, county, and municipal records deposited in the State Archives got under way November 1. In addition to the state archives, consisting of obsolete records of state, county, and municipal departments, the filming of the large collection of newspapers in the Division of Arizona History and Archives is contemplated. This collection includes newspaper files dating from the organization of the Territory of Arizona early in 1864.

CONNECTICUT

Collaborating with the "Freedom Train" which visited Hartford October 4, the State Library arranged an exhibit of original Connecticut documents under the title "Heritage of Freedom in Connecticut." The documents begin with 1631 (The Warwick Patent), the Minutes of the First Court in Hartford 1636, the Fundamental Orders of 1638-39 and others illustrative of the desire for freedom shown by the early colonists. The exhibit received very favorable editorial comment in the press.

Bids have been requested for the printing of Volume VII, *Records of the State of Connecticut*, edited by State Historian Leonard W. Labaree. This volume continues the *Records* from 1789 to 1792.

INDIANA

The Executive Committee of the Indiana War History Commission an-

nounced on August 12 the appointment of a new executive director, Dr. Lynn W. Turner, succeeding Dr. John D. Barnhart, who has retired to full-time duty in the history department of the University of Indiana.

IOWA

Central College at Pella has recently announced the establishment of an archives department with Mrs. Robert Lautenbach as archivist. The main purpose of this department will be the collection and preservation of manuscript materials concerning Pella and the Dutch settlement there.

KENTUCKY

At the annual meeting of the Kentucky Historical Society on October 3, 1946, Mrs. Jouett Taylor Cannon, wishing to devote herself to research among the historical and archival manuscripts in the custody of the Society, retired from the office of the Secretary-Treasurer after a service of twenty-six years and was instead elected Director of Historical Research. Mr. Bayless E. Hardin, the assistant secretary, succeeded Mrs. Cannon and was reelected after a successful year on October 3, 1947.

Among the records transferred to the custody of the Society by Executive Order from the Office of the Secretary of State are Executive Journals, 1792-1915; enrolled bills of the Kentucky Legislature, 1792-1915; a few early Legislative Journals; letter books of Governors Charles Scott and Isaac Shelby, 1808-1816; 900 filing boxes of miscellaneous letters and papers from executive offices, 1792-1915; Record Book of the Kentucky Electoral College, 1792-1865; and manuscript record books of military appointments and commissions issued by Governors Scott and Shelby under the act of Congress calling for a detachment of Kentucky troops for service in the United States Army, 1812. From the Adjutant General's Office were transferred manuscript lists of warrants issued to men who served under General George Rogers Clark and Colonel Benjamin Logan in the Wabash and Shawanee campaigns, 1786-87; manuscript book of Kentucky militia officers, 1801-1816; manuscript book of Kentucky militia field and staff officers, 1812-1816; and The Adjutant General's Book including correspondence in regard to the enrollment and equipment of a regiment of Kentucky volunteers at Frankfort for service in support of the Republic of Texas in 1836. From different branches of the state government the Society has received several thousand County Tax Books, 1789-1875, and County Vital Statistics, 1852-1862, and miscellaneous old records.

LOUISIANA

Virgil L. Bedsole, formerly of the staff of the National Archives, became head of the Department of Archives, Louisiana State University and Agricultural and Mechanical College, Baton Rouge, on September 1.

Recent acquisitions of the Department consist of 18 collections of manuscripts, including the personal and business papers of Jean Ursin La Villebeuvre and his son of New Orleans, pertaining chiefly to the settlement of estates of certain prominent Louisiana families, 1022 items and 32 vol-

umes, 1806-1917; and business papers of Benjamin Tureaud, Hounas Plantation, Ascension Parish, supplementing an earlier collection of account books, 3,078 items, 1846-79.

MARYLAND

Through the cooperation of the Library of Congress, the Hall of Records has deposited a 250-reel set of microfilm of the colonial records in its custody with the Library of Congress, the Henry E. Huntington Library and Art Gallery at San Marino, California, and with the British Museum. The Genealogical Society of the Church of Jesus Christ of Latter-Day Saints also has copied a set for itself and has made additional microfilm records from the Land Office of Maryland. The Society contemplates work in the counties of Maryland to bring their holdings of microfilm copies up to 1850.

Washington County records have lately been sent to the Hall of Records; the deposit comprises recorded wills, 1777-1852; and original wills, 1777-1817. The Marriage License Record of Caroline County 1774-1792, 1797-1886 has also been received.

The *Twelfth Annual Report of the Archivist of the Hall of Records* has just been published.

Dr. William D. Hoyt, Jr., Assistant Director of the Maryland Historical Society since April, 1943, has resigned to accept appointment as Assistant Professor of History at Loyola College, Baltimore. Mr. Frank White, who received a master's degree from the University of Maryland in 1947, has been made an assistant in the library of the Maryland Historical Society. Among the Society's recent accessions are papers and record books, 1790-1943, of the Manor Mining and Manufacturing Company of Allegany County, including 39 volumes, and commercial correspondence and accounts of William E. Mayhew and Company of Baltimore, 1823-1859.

MINNESOTA

The Minnesota State Archives Commission, which was established by the 1947 legislature with the superintendent of the Minnesota Historical Society as its executive secretary has inaugurated its program, working from headquarters in the Historical Building. A survey is now under way to determine which state records are now inactive, which should be microfilmed, which may be destroyed, and which should be preserved in their original form. The Commission's first major project is the microfilming of the warrants accumulated in the state auditor's office since Minnesota became a state in 1858.

The Secretary of State has turned over to the Society a manuscript volume containing the schedules of the state census of 1875 for four counties, which complete the records of that census. Three typewritten volumes of materials gathered by the genealogical records committee of the Minnesota Daughters of the American Revolution, church records, Bible and family records, and copies of Minnesota records, have been presented to the Society.

Macalester College, St. Paul, acquired books and documents of unknown value some years ago from Edward Neill, the College's first president. He

directed in his will that the bequest be withheld from the public until a memorial room could house it. Such a room was provided in the Spring of 1947 and the material was cataloged. An original letter written by William Penn, an Abraham Lincoln note dating from the Civil War period, and four original letters of George Washington were discovered among the documents.

NEW JERSEY

The first complete body of records ever to have been created and preserved in New Jersey was obtained by Sidney Goldmann, Head of the Archives and History Bureau, at the Constitutional Convention which closed in New Brunswick on September 10. The State insured by Mr. Goldmann's attendance a complete archives of the Convention, the first to effectuate a complete revision of the constitution in the past 103 years.

NEW YORK

The Board of Regents of the State Education Department has made the following recommendations, after examination of the *Report* of the Advisory Committee on New York State's Records System:

a) that the Commissioners be authorized to take appropriate steps looking toward the placement of official records, which are of predominant value for public administrative purposes, in a division of records administration to be established in the Executive Department, that, when and if such a transfer is made effective, the staff responsible for archives and public records be transferred to the new division, and that it be recommended to the Executive Department that there be established a public records council composed of representatives of state departments.

b) that the present program of the State Library in preserving and servicing records of predominant research or historical value be continued; and that noncurrent records prior to destruction be offered to the State Library to be incorporated, if found desirable, in its collections.

The Board further decided to rename the Division of Archives and History the Division of State and Local History with the State Historian as Director.

The foregoing resolution, dated July 31, 1947, did not follow completely the recommendations of the Advisory Board. This body, consisting of Margaret C. Norton, Archivist, Illinois State Library, Luther H. Evans, Librarian of Congress, and Solon J. Buck, Archivist of the United States, proposed that all essential archival functions be centralized in the proposed State Records Office; that the State Records Office be in the Department of Education; and that it be set up within the Department as a separate agency on the same plane of organization as that of the State Library and that it be not set up as an expansion of or a part of the present Division of Archives and History. Consideration of the possible grouping of the State Records Office, the State Library, the State Museum, and the State Historian's Office under a new Associate or Assistant Commissioner of Education, responsible for the coordination of their activities, was also urged. The 15 page report containing these recommendations has been mimeographed and distributed by the State Education Department, Albany.

Establishment of a State Records Office now awaits the action of the Legislature, which will also be asked to consider passage of a basic records act and an act providing for the construction of a State Records Building.

Institutes for Local Historians were held throughout May and June in several centers around the state. One-day institutes to present an overall picture of the job the local historian can do heard as instructors Albert B. Corey, State Historian, Hermann F. Robinton, Superintendent of Public Records, John J. Vrooman, Superintendent of Historic Sites, and Howard W. Crocker, Assistant Archivist.

NORTH CAROLINA

Mr. D. L. Corbitt, head of division of publication of the State Department of Archives and History, is compiling for publication the public papers and letters of J. Melville Broughton, governor of North Carolina, 1941-1945. Mr. Corbitt has compiled and edited the papers of the four previous governors also. The papers of John Gray Blount are being edited by Dr. Alice B. Keith of Meredith College, and those of Willie P. Mangum by Dr. Henry T. Shanks of Birmingham Southern College; both collections will be published by the State Department of Archives and History.

OHIO

Recent manuscript accessions in the Ohio State Archaeological and Historical Society include additions to the letters of Governors Edward Tiffin, Thomas Kirker, and Samuel Huntington; autographs of the Ohio Constitutional Convention of 1850; 144 letters of Ohio Congressmen, 1806-1915; 39 documents, Belmont County Auditor's Office, early 1800's; letters of Lake Erie Division, U. S. Topographical Engineers, 1840-44; Cutler-Dawes-Gates collection of letters, Marietta, Ohio, 1840-1903; 5 business account books, Marietta, Ohio, 1816-1854; 7 volumes added to the Presbyterian Church in Ohio collection; letters of Dr. John Mears' family, 1804-1884.

The trustees of the Rutherford B. Hayes-Lucy Webb Hayes Foundation held their annual meeting at the Hayes Memorial Library and Museum in Fremont, Ohio, commemorating the 125th anniversary of the birth of Rutherford B. Hayes, 19th President of the United States. Trustees are: Arthur C. Johnson, Columbus, Ohio, president; Lloyd T. Williams, Toledo, Ohio, vice-president; Webb C. Hayes, II, Fremont, Ohio, secretary-treasurer; Harold Boeschstein, Toledo, Ohio, and Dr. Frank L. Moore, Fremont, Ohio.

A special biographical exhibit, featuring scenes from the President's life, was on display in the Museum.

Among the recent accessions to the Manuscript Collections of the Hayes Memorial Library include: six original letters written by R. B. Hayes: to Jacob A. Ambler, Washington, D.C., April 3, 1871; to George William Curtis, New York, July 10, 1876, December 11, 1888, July 16, 1889; to William C. French, Cleveland, Ohio, March 9, 1881; and to Rebecca Wetherill, Philadelphia, Pa., July 19, 1890; and an autographed photo-

graph, 1876, by Elliott & Armistead, Columbus, Ohio. Also accessioned were eight holograph letters of John Sherman, to S. S. Warner, Wellington, Ohio, 1873-1891; 37 Civil War letters to Charles Babbott, Union soldier, Huron County, Ohio; 22 photostatic copies of letters, 19 written by R. B. Hayes, 1847-1891, courtesy of the Chicago Historical Society; photostatic copies of 24 letters, including 16 Hayes' letters, from the James Monroe and J. D. Cox Papers, courtesy of the Oberlin College Library; photostatic and typewritten copies of 16 letters from the Richard W. Thompson Collection of the Lincoln National Life Foundation, Fort Wayne, Indiana, courtesy of Dr. Louis A. Warren, Director. The papers of Dr. J. W. Failing, Minnie Failing, John B. Rice and James W. Wilson, of Fremont, Ohio, 1854-1919, comprising 1,000 items on local history, were also added to the manuscript collections of the Hayes Memorial Library.

OREGON

David C. Duniway, Oregon State Archivist, announces the transfer to the Oregon State Archives from the Department of Agriculture of the minutes of the Board of Sheep Commissioners for the period 1907-1913, and of the State Livestock Sanitary Board which served ex-officio as the Board of Sheep Commissioners for the period 1913-1917. The State Archives has also received the correspondence of Robert W. Sawyer of Bend, Oregon, as a member of the Reconstruction Advisory Board, 1933-1934, an agency concerned with the apportionment of Federal funds. From the Secretary of State's office there have been transferred the original records of the registration of automobiles in Oregon from 1905-1916, and of chauffeurs from 1911-1915. From the Budget Director, there have been transferred the records of a series of agencies no longer active, the San Francisco and New York World Fairs' Commission files for 1938-1941, the Economic Council files for 1939-1941, the files of the Governor's Committee on Public Employee Retirement System, 1939-1940, and the files of the Highway Traffic Advisory Committee, 1944-1945.

The first part of the inventory of the records of the Oregon Federal Writers' Project under the Work Projects Administration has appeared as *Publication* No. 9. The records were transferred to the Oregon State Library as the sponsoring agency in December 1942. Records of projects completed but not published were transferred to the University of Oregon about the same time. The first part of the inventory which is a series list, will therefore be of special value in pointing out what portions of the files are in the Oregon State Library in Salem. Extensive indexes are in preparation for publication, and additional information can, therefore, already be furnished from the files. One series consists of negatives and prints of pictures gathered by the Writers' Projects for the illustration of their guide, *Oregon, End of the Trail* and other publications. A list of the pictures is near completion, and will be published as part of the inventory, along with necessary indexes.

Two other inventories published by the Oregon State Archives are to microfilms of importance to students of Oregon History. One inventory is to selections from the published correspondence of George, Earl of Aberdeen,

relating to the Oregon boundary dispute, February 23, 1845-July 1, 1846 (*Publication No. 7*). The original is rare, and is in the Library of Congress. The other inventory is to the military records of Fort Hoskins and Fort Yamhill (originally the Camp of Grand Ronde, Oregon), March 1856-August 3, 1866 (*Publication No. 8*). The original records are in the National Archives.

The State Archivist's schedule of fees for copying, certification and searches is in effect under Administrative Order No. 1, filed with the Secretary of State for Oregon by the Trustees of the Oregon State Library, September 10, 1947. Copying includes rates for photostatic and photographic prints, the fee for certification is \$.50, and the fee for searches is \$1.50 per hour. Searches have been defined as "compiling and furnishing information including typed copies of data." The special rate for searching the microfilm of the United States Census for Oregon is \$1.00 per search for one family unit or one individual in the schedule of one county in a census. There will be no charge to visitors who wish to consult records at the Oregon State Archives or for furnishing photographic negatives or prints for copying to approved photographers or to publishers operating their own photographic dark room. Likewise there will be no charge to persons writing for information which does not involve searches on the part of the staff or the furnishing of typed copies.

Administrative Order No. 2 filed the same day, prescribes the form of requisition to be used by the archivist to requisition records for transfer to the Oregon State Archives. It includes a provision that if records prove to be of no value they will be returned, or will be subject to destruction or other disposal.

PENNSYLVANIA

The Pennsylvania Historical and Museum Commission has authorized the printing of the Papers of Colonel Henry Bouquet, Swiss-born commander of British forces in Pennsylvania during the French and Indian War and the Pontiac War. Two or three volumes will be issued during the 1947-1949 biennium. Donald H. Kent, Associate Historian, Mrs. Autumn L. Leonard, Editorial Assistant, and S. K. Stevens, State Historian, will be the editors, as in the earlier mimeographed edition.

The material now available in transcript form includes the Bouquet Papers proper from the British Museum (copied from the Library of Congress photostats or from microfilm copies purchased by the Commission); Bouquet letters from the Abercrombie and Loudoun Papers in the Huntington Library and from the Gage Papers in the Clements Library; and Bouquet letters printed in various collections. The editors believe that these groups virtually exhaust the possibilities, but seek information or suggestions as to the location of Bouquet material, even single letters, in other manuscript collections.

A Rare Book Room with a specially trained administrative staff and a capacity of 30,000 volumes was formally opened in the University of Pennsylvania Library in Philadelphia on May 27, 1947. The new unit is designed for the preservation and use of rare books and manuscripts in conditions in

keeping with their importance, and will house the University's extensive and valuable collections in various fields. Made possible by extensive renovations on the second floor of the University Library, the new unit includes a large reading room, an office and workroom, exhibition hallway and segregated book stacks. Serving as curator of the rare book collection is John Alden, who formerly was associated with the Library of Congress and the Houghton Library of rare books and manuscripts at Harvard.

WISCONSIN

Clifford L. Lord, director of the State Historical Society of Wisconsin, has been elected chairman of the new State Committee on Public Records. Jesse E. Boell, former state supervisor of the Historical Records Survey in Wisconsin and more recently with the National Archives, the Military Government of Greater Hesse, the Navy and the State Departments, has been appointed chief archivist of the State Historical Society, and executive secretary of the Committee on Public Records for the State of Wisconsin.

The Manuscript Division has acquired records of the peace crusade in Wisconsin during the last ten years in the minutes of meetings, speeches, programs, and organizational miscellany created by the Wisconsin Conference on the Cause and Cure of War and its successor, the Wisconsin Council on World Affairs. Five volumes (1846-1943) of the convention proceedings of the Madison District Congregational Association have added to the Division's files on the Congregational Church in Wisconsin. Two additions to the labor collection of the Society are concerned with the twentieth century labor movement. One, the papers of the late Charles P. Howard, president of the International Typographical Union, will not be open to researchers until 1957. The other consists of proceedings, collective bargaining agreements, and other records of several A.F.L. local unions in Lake Geneva between 1900 and 1932.

WYOMING

The papers of the Territorial Veterinarian, 1884-1887, have been transferred from the Livestock and Sanitary Board to the Wyoming State Historical Department. A considerable amount of valuable information on the Wyoming cattle quarantine laws is to be found in these papers. The territorial letter heads and signatures are in excellent condition. At a later date more papers of the Wyoming Livestock and Sanitary Board will be transferred to the Historical Department.

PRIVATE ORGANIZATIONS

Scholarly manuscripts on specialized subjects, documents of historical value, and out-of-print studies are now being published under the auspices of the American Council on Public Affairs through the microfilm medium. Microfilm Service, a new affiliate of the Council, has been established for the express purpose of reproducing and distributing microfilm versions of investigations in the physical and social science field. Designed primarily for scholars, the facilities of Microfilm Service are devoted chiefly to their needs

and requirements in making possible the availability and dissemination of a wealth of material which has hitherto remained unpublished or difficult to obtain. Copies of microfilm studies published by Microfilm Service are made available to leading academic libraries, research institutions and scholars in general.

Further information can be obtained from Microfilm Service 2153 Florida Avenue N.W., Washington 8, D.C.

Remington Rand, Inc., is publishing a new quarterly trade journal entitled *Systems for government administrators*. A successor to its *Government narrator*, it contains brief articles on record keeping procedures developed by government agencies, the use of photography in records management, and new equipment available.

The Abraham Lincoln Association, First National Bank Building, Springfield, Illinois, is soliciting information concerning the present private ownership and location of any document composed by Abraham Lincoln, whether or not it has been previously published. Documents in public institutions are readily accessible, but many of those held by individuals have not been located to date. The preparation of a complete edition of Lincoln's writings from original sources will be greatly facilitated by information leading to procurement of photostatic copies of documents held by private individuals. Acknowledgement of assistance will be fully made upon publication.

The Robert C. Ingersoll Memorial Association, incorporated in 1947, plans to reopen Ingersoll's birthplace at Dresden, New York, as a public museum on August 11, 1948, the 115th anniversary of his birth. The Association has announced plans to build an additional structure to house original Ingersoll manuscripts, photographs, historical documents, letters and other memorabilia, which would be placed on permanent exhibition.

The outgrowth of research carried on at the Harvard Graduate School of Business Administration by Professor N. S. B. Gras, the Business History Foundation has been incorporated to carry on and facilitate research in the history of business and to assist in the publication of the results of such research. The Foundation is financed by gifts from individuals, institutions, and companies.

Renewing its grant to the Newberry Library for the Newberry Fellowships in midwestern studies, the Rockefeller Foundation has increased its former amount of \$25,000 to \$50,000. The Fellowships are awarded for the writing of sound and reasonable books about the Middle West. Applications are now being received by Stanley Pargellis, Librarian of the Newberry Library, Chicago 10, Illinois.